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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

28 May 31, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

May 31, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO AMEND THE GAIN JOB READINESS AND CAREER PLANNING SERVICES CONTRACT WITH LOS ANGELES COUNTY OFFICE OF EDUCATION TO ADD GAIN/GROW/REP VOCATIONAL ASSESSMENT SERVICES (ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) seeks approval to amend the Greater Avenues for Independence (GAIN) Job Readiness and Career Planning Services (JRCP) contract with the Los Angeles County Office of Education (LACOE), to add the provision of Vocational Assessment services through June 2018. The Vocational Assessment services are currently provided under a separate contract with LACOE that is scheduled to expire on June 30, 2016.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of DPSS or her designee to execute an Amendment substantially similar to Enclosure I, to the GAIN JRCP contract number JRCP15-01, to add the GAIN/General Relief Opportunities to Work (GROW)/Refugee Employment Program (REP) Vocational Assessment services Statement of Work effective July 1, 2016 through June 30, 2018. The total estimated cost for this amendment is \$15,098,000, which includes a contract maximum for management services paid to LACOE of \$2,353,000. There is no contract maximum for direct services because this cost is driven by the number of assessments performed. Funding for Fiscal Year (FY) 2016-17 is included in the Department FY 2016-17 budget request. Funding for future years will be included in the Department's annual budget requests.
2. Delegate authority to the Director of DPSS or her designee to prepare and execute amendments

to the contract for: (1) instances which affect the scope of work, contract term, contract sum, payment terms, or any other term or condition in the contract; (2) additions and/or changes required by the Board or Chief Executive Officer (CEO); (3) changes to be in compliance with applicable County, State, and federal regulations, or (4) increases or decreases to the management services fees payable to LACOE by no more than ten percent of the management services maximum contract amount based on contractor's performance, community needs, and funding availability. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director shall notify the Board within ten business days of executing such amendments.

3. Delegate authority to the Director of DPSS or her designee to prepare and execute amendments to the contract to increase by up to ten percent the fixed unit prices. The approval of County Counsel will be obtained as to form prior to executing such amendments.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this Amendment will allow DPSS to continue to provide Vocational Assessment services to GAIN, GROW, and REP participants and learning disability evaluations and diagnosis services to GAIN and REP participants, through LACOE and its subcontractors. In the GAIN and REP programs, Vocational Assessment services are mandated by State Welfare-to-Work (WtW) regulations and currently provided at the end of Job Club or as a stand-alone activity. However, Vocational Assessment services are also available to GROW participants, although it is not a mandated service. The services provided include testing for reading, math, and cognitive abilities, employment goal setting and the development of a customized career plan to help GAIN, GROW, and REP participants achieve their goals. The learning disability evaluation and diagnosis services to GAIN and REP participants consist of evaluating, reporting, and diagnosis of learning disabilities as a potential barrier to employment.

Currently, the Vocational Assessment services are provided under a separate contract with LACOE (GAIN/GROW/REP Vocational Assessment Services contract) which expires June 30, 2016. The GAIN JRCP contract provides Job Readiness and Career Planning services to the County's GAIN and REP participants. These services assist participants in overcoming employment barriers through goal setting, building self-esteem, and provide employment seeking and job placement activities which enable participants to obtain gainful employment. If employment is not found during Job Club, an activity under the GAIN JRCP contract, Vocational Assessments will be conducted to determine the next steps for WtW participants in the GAIN and REP programs. For GROW participants, Vocational Assessment is a voluntary activity that occurs at any time dependent on the participant's background and circumstances.

LACOE has provided similar services since 1990 and has consistently adapted to program changes and requirements. LACOE effectively provides management services including recruitment, monitoring, and supervision of several subcontractors who conduct vocational/career assessments and learning disability evaluation and diagnosis at over 28 locations throughout the County.

These services assist participants to overcome barriers, obtain employment and move from welfare dependency to self-sufficiency. Approval of the contract will permit LACOE to continue to provide vital services to the County WtW participants.

### **Implementation of Strategic Plan Goals**

This recommendation is consistent with the principles of the Countywide Strategic Plan, Goal 1, Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure,

operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The estimated total cost for GAIN/GROW/REP Vocational Assessment services included in the Amendment is \$15,098,000 which includes a contract maximum for management services paid to LACOE of \$2,353,000 as reflected in Enclosure II. The cost of direct services is based on caseload driven assessments at fixed unit prices and additional services that are required in order to comply with changes in federal, State or County requirements. The estimated annual amount for FY 2016-17 is \$7,549,000. Once consolidated with the GAIN JRCP contract, the total amount of the contract is \$78,937,990.

Funding for FY 2016-17 is included in the Department's FY 2016-17 budget requests. Funding for future years will be included in the Department's annual budget requests. The funding source for GAIN and CalWORKs REP Vocational Assessment and Learning Disabilities is CalWORKs Single Allocation. The cost for Refugee Cash Assistance REP vocational assessments are currently offset by the Refugee Social Services and Targeted Assistance funds which are 100 percent federal. GROW Vocational Assessments are primarily funded with CalFresh Employment and Training, which has an associated net County cost of 50 percent.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

LACOE subcontracts with direct service providers to perform vocational assessment for participants of the GAIN, GROW, and REP programs and learning disability evaluation/diagnoses for participants of the GAIN and REP programs.

The execution of this amendment will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The Contractor is in compliance with the Jury Service Program. The Living Wage Ordinance does not apply because the recommended contract is a non-Prop A contract.

County Counsel has reviewed this Board letter and amendment and approved it as to form. The proposed contractor is in compliance with all Board, CEO, and County Counsel requirements.

### **CONTRACTING PROCESS**

The GAIN JRCP contract was procured in accordance with California Department of Social Services regulations (Section 23-650.1.14), which allows for procurement by negotiation with public education agencies. LACOE has provided these services since 1993.

#### **Contract Performance**

The expected performance outcome is that participants receive an assessment useful for career guidance and needed training. During the term of the current contract for these services, LACOE has consistently provided sufficient and qualified assessors, verified the performance of the assessors, and monitored the quality of participant assessments.

The monitoring of vocational assessment services is performed on a quarterly basis. In order to evaluate the accuracy of LACOE's monitoring efforts and verify the quality of services provided by the subcontractors, DPSS Contract Program Monitors perform on-site observations of testing procedures and team conferences, as well as participant interviews, at vocational assessment sites. Based on monitoring results for the period of July 1st through September 30, 2015, LACOE is in compliance with the contract requirements.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended action will allow the continuation of vocational assessment and learning disability evaluation and diagnosis services to WtW participants in the GAIN, GROW, and REP programs. The recommended action will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

**CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DPSS.

Respectfully submitted,



SHERYL L. SPILLER

Director

SLS:mpb

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER ONE  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AND  
LOS ANGELES COUNTY OFFICE OF EDUCATION  
TO PROVIDE  
GAIN JOB READINESS, CAREER PLANNING SERVICES, AND GAIN/GROW/REP  
VOCATIONAL ASSESSMENT SERVICES**

Reference is made to the Agreement entitled "*GAIN Job Readiness and Career Planning Services Contract By and Between the County of Los Angeles Department of Public Social Services (COUNTY) and Los Angeles County Office of Education (CONTRACTOR)*" dated July 1, 2015, and further identified as County Contract Number JRCPS15-01 (hereinafter referred to as "Contract").

WHEREAS, the COUNTY finds it necessary to provide continuous professional services to participants of the GAIN/GROW/REP programs through this contract.

WHEREAS, it is to the mutual benefit of COUNTY and CONTRACTOR to modify certain provisions.

NOW THEREFORE, COUNTY and CONTRACTOR hereby agree to amend this Contract as follows:

- I. This Amendment Number One adds the GAIN/GROW/REP Vocational Assessment services for Welfare-to-Work participants to the Contract and shall be effective as of July 1, 2016 or upon execution by the Director, Department of Public Social Services, whichever is later.
- II. This Agreement entitled, "GAIN Job Readiness and Career Planning Services" is revised to read as follows, "GAIN Job Readiness, Career Planning Services and GAIN/GROW/REP Vocational Assessment Services."
- III. Contract, Part 1.0, APPLICABLE DOCUMENTS, is deleted and replaced as follows:

**1.0 APPLICABLE DOCUMENTS**

Exhibits A, A-1, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y and Z are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

**Standard Exhibits:**

**1.1 EXHIBIT A - GAIN Job Readiness & Career Planning Services, (JRCP) Statement of Work**

Technical Exhibit 1 - JRCP Performance Requirements Summary

Technical Exhibit 2 - JRCP Contract Discrepancy Report

- Technical Exhibit 3- JRCP Contractor Civil Rights Compliant Activity Report
- Technical Exhibit 4- JRCP Monthly Management Report
- Technical Exhibit 5- JRCP GAIN Participant Sheet
- Technical Exhibit 6- JRCP Flow Chart
- Technical Exhibit 7- JRCP Breakdown of GAIN Regional Services Area
- Technical Exhibit 8- JRCP Regional GAIN Offices and Sub-Offices
- Technical Exhibit 9- JRCP LACOE (GAIN) CalWORKs Job Club Sites
- Technical Exhibit 10- JRCP Refugee Employment Offices and Sub-Offices
- Technical Exhibit 11- JRCP Service Provider Referral GN 6006
- Technical Exhibit 12- JRCP Notification of Change from Service Provider  
GN 6007
- Technical Exhibit 13- JRCP Contractor Manager & Alternate Contractor Manager  
Job Description
- Technical Exhibit 14- JRCP Literacy Screening Tools

**1.1b. EXHIBIT A-1- GAIN/GROW/REP Vocational Assessment Services,  
Statement of Work**

- Technical Exhibit15- GAIN/GROW/REP Vocational Assessment Services,  
Performance Requirement Summary
- Technical Exhibit15a-GAIN/GROW/REP Vocational Assessment Services,  
Performance Requirement Summary- File Review
- Technical Exhibit15b-GAIN/GROW/REP Vocational Assessment Services,  
Performance Requirement Summary- Career Assessment
- Technical Exhibit16- GAIN/GROW/REP Vocational Assessment Services,  
Contract Discrepancy Report
- Technical Exhibit17- GAIN/GROW/REP Vocational Assessment Services,  
Civil Rights Complaint Activity Report
- Technical Exhibit18- GAIN/GROW/REP Vocational Assessment Services,  
Monthly Management Report
- Technical Exhibit19- GAIN/GROW/REP Vocational Assessment Participant  
Assessment Questionnaire

- 1.2** EXHIBIT B- Contractor's Budget for JRCP
- 1.3** EXHIBIT C- Contractor's EEO Certification
- 1.4** EXHIBIT D - County's Administration for JRCP
- 1.5** EXHIBIT E- Contractor's Administration for JRCP
- 1.6** EXHIBIT F- Contractor's Employee Acknowledgement and Confidentiality Agreement
- 1.7** EXHIBIT G - Jury Service Ordinance
- 1.8** EXHIBIT H- Safely Surrendered Baby Law
- 1.9** EXHIBIT I- Contractor's Nondiscrimination In-Service Statement
- 1.10** EXHIBIT J - Attestation to Willingness to Consider GAIN/GROW Participants
- 1.11** EXHIBIT K - JRCP Sample Monthly Invoice Format
- 1.12** EXHIBIT L- JRCP Sample Quarterly Reconciliation Invoice Format
- 1.13** EXHIBIT M - Internal Revenue Service Notice 1015
- 1.14** EXHIBIT N - Certification of No Conflict of Interest
- 1.15** EXHIBIT O - Familiarity with the County Lobby Ordinance Certification
- 1.16** EXHIBIT P - Civil Rights Forms
- 1.17** EXHIBIT Q - Charitable Contributions Certification
- 1.18** EXHIBIT R - Criminal Conviction Information Notice and Certification
- 1.19** EXHIBIT S - Certification Regarding Disbarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tiered Covered Transactions (45 C.F.R. Part 76)
- 1.20** EXHIBIT T- Contractor's Budget for GAIN/GROW/REP Vocational Assessment Services
- 1.21** EXHIBIT U- County Administration for GAIN/GROW/REP Vocational Assessment Services
- 1.22** EXHIBIT V- Contractor's Administration for GAIN/GROW/REP Vocational Assessment Services
- 1.23** EXHIBIT W- GAIN/GROW/REP Vocational Assessment Services Sample Monthly Invoice Format

**1.24 EXHIBIT X - GAIN/GROW/REP Vocational Assessment Services Sample Quarterly Invoice Format**

**1.25 EXHIBIT Y- Sample Monthly Direct Services Invoice**

**1.26 EXHIBIT Z- Sample Employment and Training List**

**IV. Contract, Part 2.0, DEFINITIONS, is revised to add the following sections:**

**2.77 DAYS**

Calendar day(s) unless otherwise specified.

**2.78 DIAGNOSIS**

A "Diagnosis" is the formal identification of the specific nature of a Learning Disability and/or co-existing disorder that could extend beyond the testing and measuring of aptitudes, performance, and vocational interests that are associated with a Learning Disabilities Evaluation. A Diagnosis may only be performed by a highly-trained/qualified individual such as a psychologist, clinical psychologist, school psychologist, or psychiatrist. If the participant needs an exemption from Welfare-to-Work participation, only this level of staff can grant it.

**2.79 DIRECT SERVICES**

The Vocational/Career Assessment services, Learning Disabilities Evaluation, and Learning Disabilities Diagnosis services that are provided directly to the participants.

**2.80 EVALUATION**

An "Evaluation" is the process of determining whether or not an individual has Learning Disabilities and/or other co-existing disorders. This Evaluation is limited in scope and only determines the extent that the functional weaknesses revealed by the Learning Disabilities testing interfere with the GAIN participant's ability to obtain or retain employment or enter and participate in the GAIN program.

**2.81 EVALUATIONS WITH ACCOMODATIONS**

Learning Disabilities Evaluations which result in the need for accommodations in order for participants to function in their Welfare-to-Work activities.

**2.82 EVALUATIONS WITHOUT ACCOMODATIONS**

Learning Disabilities Evaluations that do not require accommodations for participants to function in their Welfare-to-Work activities.

**2.83 GENERAL RELIEF (GR)**

General Relief is cash assistance to indigent adults not qualifying for other state/federal programs.

**2.84 GROW**

Acronym for the General Relief Opportunities for Work program, a locally funded program that provides employment and training services to help employable GR participants obtain a job and become self-sufficient.

**2.85 GROW PARTICIPANTS**

General Relief participant who DPSS has determined to be employable, and therefore, eligible for participation in the GROW Program.

**2.86 GROW COMPUTER SYSTEM (MAPPER)/or its Replacement System**

The electronic data processing system used by DPSS for GROW participant tracking, reporting, payments, and interface with various Contractors. Also known as MAPPER/LRS.

**2.87 LEARNING DISABILITIES EVALUATIONS SERVICE PROVIDERS**

A private or public vendor providing Learning Disabilities Evaluations services directly to GAIN participants. Providers will have a Subcontract with Contractor. These vendors will be added to the inventory of service providers by the Contractor. These vendors may or may not be the same vendors providing Vocational Assessment services.

**2.88 MANAGEMENT SERVICES**

Management Services encompasses all of the administrative duties required of Contractor to implement this Contract including, but not limited to, subcontracting, monitoring, auditing, submitting required reports, invoicing, and providing liaison services and technical assistance to County and Service Providers.

**2.89 SCREENING**

Screening is the first step towards identifying individuals with suspected Learning Disabilities. It involves the use of a recognized and validated Learning Disabilities screening tool administered by the GAIN Services Worker. All participants who receive a score on the screening tool that indicates a possible Learning Disability will be referred for further Evaluation and/or Diagnosis.

**2.90 SERVICE PROVISION PLAN**

The plan developed by Contractor and approved by County to provide Management services, Vocational/Career Assessment services, Learning Disabilities Evaluation services, and Learning Disabilities Diagnosis services.

**2.91 SPECIFIC VOCATIONAL PREPARATION**

The amount of time required by the typical worker in a particular occupation to learn the techniques, acquire the knowledge and develops the skills needed for average performance in a specific job.

**2.92 STANDARD**

A minimum requirement set by the County for the Contractor to perform a service or activity.

**2.93 VOCATIONAL ASSESSMENT SERVICE PROVIDERS**

A private or public vendor providing Vocational Assessment services directly to GAIN/ GROW/REP Program participants. Providers will have a Subcontract with Contractor. These vendors will be added to the inventory of service providers by Contractor.

**2.94 WELFARE-TO-WORK (WTW) 24-MONTH TIME CLOCK**

This is a WTW time period that allows participants more options on activities without the current core requirements to help them remove barriers to employment and become self-sufficient. However, the WTW 24-Month Time Clock does not add time to a participant's CalWORKs 48-Month Time Clock. Once participants reach their WTW 24-Month Time Clock, if they have time remaining on their CalWORKs 48-month time limit, they are required to meet federal work participation requirements in order for the adults(s) to continue receiving cash aid unless granted an extension.

**2.95 WORK PARTICIPATION HOURS**

The hourly requirements needed to meet State and Federal Welfare-to-Work participation are:

Single Parent with child under six years old:	20 hours/week
Single Parent with child six years or older:	30 hours/week
Two-parent household:	35 hours/week

**V. Contract, Part 2.0, DEFINITIONS:**

Sub-section 2.53, PART-TIME EMPLOYMENT is deleted in its entirety and replaced with the following:

**2.96 PART-TIME EMPLOYMENT**

Working a minimum of twenty (20) hours per week, for a single parent with a child under age six (6), less than thirty (30) hours per week for a single parent household with no children under age six (6), or under a total of thirty-five (35) hours per week for a two-parent household, in a job for wages which would at least equate to the federal minimum wage or to the State minimum wage, whichever is higher.

Sub-section 2.55, POST-EMPLOYMENT SERVICES is deleted in its entirety and replaced with the following:

**2.97 POST-EMPLOYMENT SERVICES (PES)**

PES is available to working aided and former CalWORKs participants during their CalWORKs 48 month time clock if employed full-time (20/30/35 hours per week). PES includes career assessment, job retention services, education, training, mentoring, specialized supportive services, child care, transportation, and work-related ancillaries including a one-time clothing allowance. Participants may continue to receive PES, including transportation, work-related ancillaries for the employment activity if employed full-time for up to 12 months from the CalWORKs termination date.

The goal of PES is to provide individuals with the information, resources, and tools they need and services to enable them to retain unsubsidized employment, improve career potential and achieve economic self-sufficiency at a living wage prior to exhausting their CalWORKs 48-month time limit lifetime Temporary Assistance to Needy Families (TANF) time-limit.

Sub-section 2.70, VOCATIONAL ASSESSMENT is deleted in its entirety and replaced with the following:

**2.98 VOCATIONAL ASSESSMENT**

A comprehensive evaluation process consisting of a variety of formal and informal vocational assessment procedures whose purpose is to generate information useful to career guidance and planning of job training and placements for GAIN/GROW participants.

**2.98.1 Vocational Assessment:** It is the third component in the GAIN Flow. It is the process by which a professional assessor develops an individualized employment plan intended to lead a participant to employment based on the evaluation of the participant's existing skills, education level, employment goals, vocational assessment test results and local labor market information.

**2.98.2 Career Assessment:** An assessment specifically tailored for GAIN participants working 20/30/35 hours per week or CalWORKs participants who have left cash assistance within the previous 12 month period due to earnings or employment and who have volunteered to receive post-employment services. Career assessment is also tailored for time-limited employable GROW participants who are single adults. During this activity, a career plan is developed to assist participants retain their current job or to help them advance within their chosen occupation with the ultimate goal of achieving self-sufficiency.

**2.98.3 Clinical Assessment:** A professional evaluation of a participant's mental health or emotional problems that may limit or preclude successful participation in a Welfare-to-Work plan.

**2.98.4 Full Assessment:** A full assessment is a one and a half day activity (no less than eight (8) hours and not more than twelve (12) hours) by

which all tests need to be completed. The participant and a professional assessor develop and agree on an individualized employment plan which may lead a participant to employment based on the evaluation of the participant's existing skills, education level, employment goals, vocational assessment test results and local labor market information. Full assessments are conducted during Vocational and Career Assessments.

**2.98.5** Partial Assessment: A partial assessment is an incomplete assessment due to minimal gathering of specific information and/or partial testing. The partial assessment shall include at minimum the following: vocational interview, interest inventories (a minimum of one), structure observation and behavior checklist, multi-aptitude test batteries (a minimum of one), work samples (optional). Partial assessments earn half the cost of a full assessment.

**2.98.6** Reassessment: An assessment conducted by a professional assessor when a GAIN participant remains unemployed after he/she completes his/her Welfare-to-Work employment plan or when special circumstances that were not identified during the original assessment process preclude the participant from completing the employment plan activities.

**2.98.7** Third-Party Assessment: A partial assessment conducted when the original assessor and GAIN/GROW participant are unable to reach an agreement on the participant's employment/career plan.

**VI.** Contract, Part 5.0, CONTRACT SUM, Section 5.1, MAXIMUM CONTRACT AMOUNT, is revised to read as follows:

**5.1** MAXIMUM CONTRACT AMOUNT – (APPLIES TO GAIN JOB READINESS & CAREER PLANNING SERVICES ONLY)

**VII.** Contract, Part 5.0, CONTRACT SUM, Sub-section 5.1 b, MAXIMUM CONTRACT AMOUNT is added as follows:

**5.1b** MAXIMUM CONTRACT AMOUNT – (APPLIES TO GAIN/REP/ GROW VOCATIONAL ASSESSMENT SERVICES ONLY)

The maximum compensation amount permitted for Management Services is \$2,353,212 as follows:

SERVICE	ANNUAL BUDGET AMOUNTS		
	FY16-17	FY 17-18	2 – Year Max
1. Management Services			
GAIN and REP Management Services	\$1,057,985	\$1,057,985	\$2,115,970
GROW Management Services	\$118,621	\$118,621	\$237,242
Total	\$1,176,606	\$1,176,606	\$2,353,212
2. Direct Services	Caseload driven	Caseload driven	Caseload driven

**5.1b.1 Direct Services Costs**

Direct Services Costs for GAIN/GROW/REP participants are caseload driven; therefore, there is no maximum amount for these services.

Contractor's maximum amount for Management Services is based on Contractor's budget as specified in Exhibit T-Contractor's Budget for Vocational Assessment services.

**5.1b.2 Supplemental Nutrition Assistance Program (SNAP)**

SNAP otherwise known as CalFresh Employment and Training (CFET) funds are used to partially fund the GROW portion of Vocational Assessment for GROW participants. To maintain the integrity of the Federal Fiscal Year (FFY), only costs incurred from October 1<sup>st</sup> through September 30<sup>th</sup> of each FFY, will be reimbursed for these period based on the contract budget, Exhibit T - Contractor Budget for GAIN//GROW/REP Vocational Assessment services.

**VIII.** Contract, Part 5.0, CONTRACT SUM, Section 5.2, COMPENSATION, is revised to read as follows:

**5.2 COMPENSATION – (APPLIES TO GAIN JOB READINESS & CAREER PLANNING SERVICES ONLY)**

**IX.** Contract, Part 5.0, CONTRACT SUM, Section 5.5, Invoices and Payments are revised to read as follows:

**5.5 GAIN JOB READINESS & CAREER PLANNING SERVICES INVOICES AND PAYMENTS**

**X.** Contract, Part 5.0, CONTRACT SUM, Section 5.8, GAIN/GROW/REP VOCATIONAL ASSESSMENT SERVICES INVOICES AND PAYMENTS is added as follows:

**5.8 GAIN/GROW/REP VOCATIONAL ASSESSMENT SERVICES INVOICES AND PAYMENTS**

**5.8.1** The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in ***Exhibit A-1 - Statement of Work*** and elsewhere hereunder and as provided in ***Exhibit T-Contractor's Budget***. The Contractor shall be paid only for the tasks, deliverables, good, services and other work approved in writing by the County. If the County does not approve work in writing, no payment shall be due to the Contractor for that work.

**5.8.2** The Contractor's invoices shall be based on the actual cost in accordance with ***Exhibit T-Contractor's Budget***.

**5.8.3** The Contractor's invoices shall contain the information set forth in ***Exhibit A-1 - Statement of Work*** describing the tasks,

deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

**5.8.4** County's Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the County Contract Administrator prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval.

Approval for payment will not be unreasonably withheld, and in no instance will such approval take more than two (2) weeks from receipt of complete and accurate invoices by the County.

**5.8.5** Management Services are reimbursed based on actual costs incurred.

**5.8.5.1** Management Services shall also include the following:

***Contractor shall retain a qualified Consultant to train the Subcontracted Evaluators as needed on different aspects of Learning Disability identification, recognition, determination, and evaluation, and to perform the Learning Disabilities Diagnoses.***

The definition of "Learning Disability," for the purposes of Diagnosis under this agreement, will consist of conformance to a set of subjective criteria to be analyzed, identified and interpreted by the Diagnostician, including, but not limited to, the following guidelines:

- a) Under-achievement of an individual relative to their perceived or estimated ability to achieve.
- b) Under-achievement of an individual relative to their participation in an activity.
- c) Identification of specific cognitive weaknesses.
- d) Under-achievement is not due to any other factors, e.g. clinical depression, limited education, or any such other designated "rule-outs."
- e) Participant's test scores, including cognitive.
- f) Review of participant's Learning Disability Evaluation report, educational background and language background.

**5.8.6** County shall compensate Contractor for performing Direct Services hereunder, based on actual assessments/ evaluations completed. Direct Services Costs are based on a fixed unit

price which is caseload driven. Caseloads are determined by County and are governed by the level of available GAIN/GROW/REP funding.

**5.8.6.1** Contractor shall invoice the County on a monthly basis for Direct Services. Invoice shall be similar to **Exhibit Y – Direct Services Sample Monthly Invoice Format** and shall indicate the costs attributed to services for GAIN/GROW/REP participants separately along with County approved supporting documentation.

**5.8.6.2** Contractor shall prepare and submit the monthly invoice each in an original and one (1) copy, to the CCA. Monthly invoices are due by the fifteenth (15<sup>th</sup>) calendar day of the month after the end of the month in which services were provided.

**5.8.6.3** Payment to the Contractor shall be only upon written approval of the invoice by the CCA or his/her designated representative. Contractor shall submit the invoice to the attention of the CCA at:

**Department of Public Social Services  
Contract Management Division (Section I)  
12900 Crossroads Parkway South, 2<sup>nd</sup> Floor  
City of Industry, CA 91746-3411**

**5.8.7** County shall compensate Contractor for performing Management Services hereunder, for allowable net costs incurred by Contractor in accordance with actual costs not to exceed the Maximum Amount or the annual maximum as specified in **Section 5.1b-Maximum Contract Amount**.

**5.8.7.1** Contractor shall invoice the County on a monthly basis for the first two months of each quarter and not bill on the third month as a quarterly reconciliation invoice shall be completed for the quarter. Contractor shall invoice 1/12<sup>th</sup> of the annual contract maximum amount payable for Management Services specified in Section 5.1b. The County will reconcile monthly payments to the Contractor's quarterly reconciliation invoice representing Contractor's actual cost as provided under Section 5.8.7.9.

**5.8.7.2** Contractor shall prepare and submit the monthly invoice each in an original and one (1) copy, to the CCA. Monthly invoices are due by the fifteenth (15<sup>th</sup>) calendar day of the month after the end of the month in which services were provided.

Invoice shall be similar to **Exhibit W - Sample Monthly Invoice Format** and shall indicate the costs attributed to services for

GAIN/GROW/REP participants separately along with County approved supporting documentation.

**5.8.7.3** Contractor shall provide to the County a listing of GROW participants served each month by the tenth calendar day of the month after the end of the month in which services were provided. The report shall be similar to ***Exhibit Z- Sample Employment and Training Participant List***.

**5.8.7.4** Payment to Contractor will be made monthly in arrears provided that Contractor is not in default under any provision of this Contract, and has submitted a complete and accurate statement of payment due.

**5.8.7.5** Payment to the Contractor shall be only upon written approval of the invoice by the CCA or his/her designated representative. Contractor shall submit the invoice to the attention of the CCA at:

**Department of Public Social Services  
Contract Management Division (Section I)  
12900 Crossroads Parkway South, 2<sup>nd</sup> Floor  
City of Industry, CA 91746-3411**

**5.8.7.6** County shall review and authorize payment of an accurate invoice and will make a reasonable effort to effect payment to Contractor within thirty (30) calendar days from receipt of an invoice which is accurate as to form and content.

**5.8.7.7** Prior to receiving final payment hereunder, Contractor shall submit a signed, written release discharging County, its officers and employees, from all liabilities, obligations, and claims arising out of Contractor's performance, under the Contract, except for any claims specifically described in detail in such release.

**5.8.7.8** County may delay the last payment due hereunder until six (6) months after the termination of the Contract. Contractor shall be liable for payment on thirty (30) calendar days written notice of any offset authorized by the Contract not deducted from any payment made by the County to Contractor.

**5.8.7.9** County shall have no requirement for payment other than as set forth in this Contract.

**5.8.7.10** Contractor shall provide a quarterly written reconciliation invoice of actual costs within thirty (30) calendar days after the end of each quarter. For this Contract, the first quarterly reconciliation shall be for July 2016 through September 2016, and shall be

submitted to County no later than October 31, 2016. County shall not make monthly payments for the month in which a reconciliation invoice is due, until the reconciliation invoice has been received and processed by COUNTY.

**5.8.7.11** For all reconciliations Contractor shall use a quarterly invoice similar to ***Exhibit X Sample Quarterly Reconciliation Invoice Format***. The invoice shall indicate actual costs for Management Services for GAIN/GROW/REP participants separately. The invoice shall include an attachment with expenditures broken into the following major cost categories: classified salaries, certified salaries, fringe benefits, supplies, contract and other services, equipment, indirect costs, and any other information found necessary by Contractor and/or County.

**5.8.7.12** If the quarterly reconciliation finds that County's dollar liability was more than payments made by the County to Contractor, or that County's dollar liability for such services is less than payments made by County to the Contractor, then County shall either credit or deduct the difference against future payments hereunder to Contractor.

**5.8.7.13** The County shall not be liable for billings submitted one year after the date services were provided.

**5.8.8** Contractor shall compensate Subcontractors (Assessors) directly for performing GAIN/GROW/REP Vocational Assessments services hereunder, for costs incurred in accordance with the Subcontracts, based on the fixed unit price specified below:

**5.8.8.1** The Subcontractors shall be paid \$325 per Full Assessment completed. An assessment is considered completed when it results in the development of an employment plan.

**5.8.8.2** The Subcontractors shall be paid \$162.50 per Partial Assessment and reassessment completed. An assessment is considered partial when a Full Assessment is not completed due to minimal gathering of specific information and/or testing. Third-Party assessment is considered a Partial Assessment.

**5.8.8.3** Compensation for GAIN/GROW/REP Vocational Assessments shall be requested and processed as follows:

- A) Upon completion of the Vocational Assessment for GAIN/GROW/REP participants, Subcontractors shall E-Mail and provide a hard copy of the Employment Plans to the case-carrying GAIN Services Workers (GSWs), GROW Case Manager or REP Case Managers with a copy to the GAIN/GROW or REP Regional Vocational Assessment Liaison within five (5) workdays.
- B) An invoice to Subcontractors will be generated by LACOE's computer system. Subcontractors shall validate and return completed invoices within fifteen (15) calendar days of receipt to:

**LACOE GAIN/GROW  
Vocational Assessment Unit –ECE 400  
9300 Imperial Highway  
Downey CA 90242-2890**

- C) In the event that an invoice is returned to the Subcontractors for correction, Subcontractors shall return the corrected invoice to the LACOE within ten (10) calendar days.

**5.8.9** LACOE shall compensate Subcontractors directly for performing Learning Disabilities Evaluations for GAIN and REP participants based on the fixed prices specified below:

**5.8.9.1** The Subcontractors shall be paid \$700 per Learning Disabilities Evaluation completed, when GEARS/LRS is updated with pertinent information and Learning Disability Report returned to County. This amount includes any additional costs that may be incurred by the use of a specialist to identify accommodations needed by a participant to participate in Welfare-to-Work activities.

**5.8.9.2** The Subcontractor shall be paid \$350 per Partially Completed Learning Disabilities Evaluation, to be defined as follows: if the participant completes at least two (2) tests, the initial interview and the orientation during the first (1<sup>st</sup>) day, the Subcontractor will be paid a partial LD completion fee of \$350.

**5.8.9.3** Compensation for Learning Disabilities Evaluations shall be requested and processed as follows:

- A) For GAIN and REP Learning Disabilities Evaluations, upon completion of the Evaluation, Subcontractors shall immediately update the GEARS MTEI/LRS screen and E-Mail Employment Plans to the case-carrying GAIN

Services Workers (GSWs) or REP Case Managers with a cc to the GAIN or REP Regional Learning Disabilities Evaluations Liaison.

- B) An invoice to Subcontractors will be generated by LACOE's system. Subcontractors shall validate and return completed invoices within fifteen (15) calendar days of receipt to:

**LACOE GAIN/GROW  
Vocational Assessment Unit-ECE 400  
9300 Imperial Highway  
Downey CA 90242-2890**

- C) In the event that an invoice is returned to the Subcontractors for correction, Subcontractors shall return the corrected invoice to the County within ten (10) calendar days.

**5.8.10** Subcontractors shall provide to Contractor a monthly written reconciliation of direct services provided to invoices received and payments received as follows:

**5.8.10.1** Subcontractors shall reconcile their invoices to the services provided monthly and shall use the format created by Contractor and approved by County to submit claims for any unpaid services provided during a report month to Contractor for review by the end of the following month. (Example: If the report month is January 2016, Subcontractors shall send all unpaid claims for January 2016 to Contractor by February 28, 2016). All unpaid claims have to be listed by Participant Name in alphabetical order, by GAIN/GROW/ REP Region and by Subcontractor. Before sending the unpaid claims lists to Contractor, Subcontractors shall attempt to resolve the problems first with the respective GAIN/GROW/REP Regions/Sites.

**5.8.10.2** Upon receipt of the Subcontractors' claims, Contractor shall attempt to resolve the problems first with the Subcontractors and the respective GAIN/GROW/REP Regions/Sites.

**5.8.10.3** If unable to resolve the problems, Contractor shall forward the claims to County (DPSS Contract Management Division) for review and processing on a monthly basis and two (2) months after the end of the report month. (Example: If the report month is January 2016, Contractor shall send lists of unpaid claims for this report month to County by March 31, 2016).

**5.8.10.4** When submitting the unpaid claims lists to County, Contractor shall provide the following back-up documentation:

- 1) A copy of the GN 6006 (Referral Form) for each unpaid claim.
- 2) For a Full Vocational/Career Assessment, the Employment Plan signed by participant and assessor.
- 3) For a Partial Vocational/Career Assessment, the Partial Assessment Memo.
- 4) For Learning Disability Evaluation, Contractor shall attach the following:
  - a) Participant copy of the Evaluation which includes the employment goals.
  - b) The signature page of the Evaluation containing both assessor and participant signatures.
  - c) A copy of the MTEI GEARS/LRS screen to verify that it was successfully updated by the Subcontractors.

**5.8.10.5** Any unpaid claims submitted after the deadline will not be accepted unless supporting documentation is provided which justifies the delay.

For this Contract, the first quarterly reconciliation invoice shall be for July 2016 through September 2016 and shall be submitted to Contractor by Subcontractors no later than October 31, 2016. Contractor shall then submit the list of remaining unresolved unpaid claims for July 2016 through September 2016 to County no later than November 30, 2016.

**5.8.11 Contractor** shall advise County in writing of any substantive deviations or reallocation of line item costs from Contractor's Budget. Contractor may, with County's approval, reallocate funds among each of the major cost categories, excluding the Direct Services Costs, listed in **Exhibit T-Contractor's Budget** and Employee Benefits, to a maximum of 15 percent of each part, not to exceed the total Contract amount. Reallocation of funds by Contractor by more than fifteen (15) percent between the major cost categories requires written approval of the Director or designee.

**XI.** Contract, Part 6.0, ADMINISTRATION OF CONTRACT - COUNTY, is revised as follows:

A listing of all County Administration referenced in the following Sections are designated in Exhibit D-County Administration for GAIN JRCP Services and Exhibit D-1 County Administration for GAIN/GROW/REP Vocational Assessment Services. The County shall notify the Contractor in writing of any changes in the names or addresses shown.

**XII.** Contract, Part 7.0, ADMINISTRATION OF CONTRACT - CONTRACTOR, Section 7.1, CONTRACTOR's PROJECT MANAGER, Subsection 7.1.1 is deleted and replaced as follows:

**7.1.1** Contractor Manager is designated in Exhibit E – Contractor's Administration for GAIN Job Readiness & Career Planning Services and Exhibit E-1 – Contractor's Administration for GAIN/GROW/REP Vocational Assessment Services.

**XIII.** Contract Part 8.0 STANDARD TERMS AND CONDITIONS, Section 8.24- General Provisions for all Insurance Coverage, Sub-section 8.24.16- Notification of Incidents, Claims or Suits: Contractor shall report to the County: is added as follows:

- 1)** Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such report shall be made in writing within 24 hours of occurrence.
- 2)** Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Contract.
- 3)** Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County Contract Manager.
- 4)** Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to the Contractor under the terms of this Contract.

**XIV.** **Contract** Part 8.0 STANDARD TERMS AND CONDITIONS, Section 8.25- Insurance Coverage, Sub-section 8.25.5 Crime Coverage is added as follows:

**Crime Coverage**

**8.25.5** A Fidelity Bond or Crime Insurance policy with limits of not less than \$25,000.00 per occurrence. Such coverage shall protect against all loss of money, securities, or other valuable properties entrusted by County to Contractor and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents shall be named as an Additional Insured and Loss Payee as its interests may appear. This insurance shall include third party



Except for the changes set forth hereinabove, this Contract shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two to be subscribed on its behalf on the \_\_\_\_ day of \_\_\_\_\_, 2016 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Sheryl L. Spiller, Director  
Department of Public Social Services

\_\_\_\_\_  
Date

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**APPROVED AS TO FORM:**

**MARY WICKHAM  
COUNTY COUNSEL**

By \_\_\_\_\_  
Melinda White-Svec  
Deputy County Counsel

\_\_\_\_\_  
Date

## PREAMBLE

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and performance outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families, business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: **1) Accountability;** **2) A Can-Do-Attitude;** **3) Compassion;** **4) Customer Orientation;** **5) Integrity;** **6) Leadership;** **7) Professionalism;** **8) Respect for Diversity;** and **9) Responsiveness.**

These shared values are encompassed in the County Strategic Plan's five Goals:

- 1) Operational Effectiveness/Fiscal Sustainability:** Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services;
- 2) Community Support and Responsiveness:** Enrich lives of Los Angeles County residents by providing enhanced services, and effectively planning and responding to economics, social and environmental challenges; and
- 3) Integrated Services Delivery:** Maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community and public safety services.

Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

## VOCATIONAL ASSESSMENT STATEMENT OF WORK

### 1. GENERAL

#### 1.1 Scope of Work

Contractor shall provide all management/administrative services necessary for provision of vocational/career assessments for GAIN, REP and GROW participants and for Learning Disabilities Services for GAIN and REP participants. Learning Disabilities Services shall be structured according to a two-tier system consisting of: a) TIER I: Evaluations With and Without Accommodations; b) TIER II: Learning Disabilities Diagnosis.

These services shall include, but are not limited to, continuous development and maintenance of a current inventory of individual assessors, evaluators and diagnosticians (direct service providers) via subcontracts with private and/or public firms/agencies, training and monitoring of Contractor and/or Subcontractor personnel, submission of required reports, invoicing, support resolution of Subcontractor invoice problems, and provision of a liaison to work with the County and direct service providers.

#### 1.2 Quality Control

Contractor shall establish and maintain a County-approved Quality Control system, which is Contractor's internal inspection and review of Intermediary Contractor's services, as specified in ***Technical Exhibit 1 - Performance Requirements Summary***. Under this system Contractor, at a minimum, will do the following:

- 1.2.1 Ensure that all Contractor reports provide acceptable data as required by this Agreement.
- 1.2.2 Provide assurance that Contractor is in compliance with the provisions of this Contract.
- 1.2.3 Maintain a file of the results of all quality control efforts and all corrective actions.
- 1.2.4 Contractor shall use a Participant Questionnaire in a format approved by the County to obtain feedback on the GAIN/GROW/REP Assessment, Learning Disability Evaluation and Diagnosis process. Contractor shall send a summary of the responses to the Participant Questionnaire to County as part of the monthly management report. Contractor shall also resolve any problems reported on the Participant Questionnaire.

#### 1.3 Subcontract Monitoring

Contractor shall monitor assessment and learning disabilities evaluations and learning disabilities diagnosis service providers for contract compliance and quality of services. All changes to the approved monitoring plan shall be submitted to County for approval before such changes are implemented by Contractor. Contractor shall also be responsible for notifying any subcontracted learning disabilities specialists that they must be available to attend any State Hearings requested by participants, if necessary.

**1.3.1** Contractor shall utilize the following monitoring methods on a quarterly basis:

- Random sampling
- 100% review
- User Complaints
- Review of participant service reports (File Review)
- On-site observation of Job Club and Community Sites
- Participant surveys, and/or
- Information, reports or data which may be provided by County.

**1.3.2** At a minimum, Contractor shall monitor all Subcontractors at all Job Club and Community Sites at least once each quarter. All new Subcontractors shall be monitored on a monthly basis for the first six (6) months. After that, if Subcontractors' performances are acceptable, monitoring can be reduced to a quarterly basis. Subcontractors who have exceeded the allowable error rate set forth in the approved monitoring plan shall be monitored monthly until their performance is within the allowable error rate for three (3) consecutive months, after which monitoring may be reduced to a quarterly basis.

**1.3.2.1** Contractor shall maintain the results of all monitoring efforts and all corrective actions taken.

**1.3.2.2** Contractor shall provide a quarterly report of monitoring results to County Contract Administrator (CCA), for all Subcontractors.

**1.3.2.3** Contractor shall submit a monthly monitoring report for GAIN/GROW/REP to CCA by the 25<sup>th</sup> calendar day of each month. The report shall include a summary of all monitoring findings of Subcontractors and shall include a summary of all corrective actions planned and/or taken to correct substandard performances identified during the monitoring process.

**1.4** **Quality Assurance**

**1.4.1** County shall monitor the Contractor's performance under this Contract using the quality assurance procedures specified in the Performance Requirement Summary, or any other such procedures as may be necessary to ascertain that the Contractor is in compliance with this contract.

**1.4.2** Performance evaluation meetings shall be held jointly by County and the Contractor Manager as often as deemed necessary by the CCA. However, if a Contract Discrepancy Report is issued, a meeting shall be held within five (5) business days, or sooner, at the discretion of the CCA.

**1.4.3** **Contract Discrepancy Reports**

Verbal notification of a Contract Discrepancy will be made to the Contractor Manager or alternate as soon as possible whenever a Contract Discrepancy is identified. When possible, the problem shall be immediately resolved by the Contractor Manager.

The CCA will determine whether a formal **Contract Discrepancy Report** (see **Technical Exhibit 2**) shall be issued.

If a Contract Discrepancy Report is issued, it will be hand delivered or mailed via U.S. Mail to the Contractor Manager or alternate.

Upon receipt of this document, Contractor is required to respond in writing to the CCA within ten (10) business days, acknowledging the reported discrepancies or presenting contrary evidence, and presenting a program for immediate correction of all failures of performance identified in the Contract Discrepancy Report.

- 1.4.4** The minutes of all Performance Evaluation Meetings shall be prepared by the CCA and signed by the Contractor Manager and CCA. Should the Contractor Manager not concur with the minutes, he/she shall submit a written statement to the CCA, within ten (10) business days from the date of receipt of the signed minutes. Failure to do so shall result in the acceptance of the minutes as written. Should the CCA disagree with the Contractor Manager's timely written response, any disagreement shall be taken up to the next level in the chain of command.

## **1.5 Government Observations**

Federal, State and/or County personnel, in addition to departmental contracting staff, may observe performance, activities, and documents under this Contract at any time during normal working hours. However, personnel may not unreasonably interfere with Contractor's performance.

## **1.6 Attendance at and Notice of Meetings**

Contractor shall have appropriate levels of staff attend all meetings requested by County. County will notify Contractor of the need to attend such meetings five (5) business days in advance of each meeting. Contractor may request meetings with County as needed with five (5) business days' advance notice. The advance notice requirement may be waived with the mutual consent of both Contractor and County.

## **1.7 Communication**

County will notify Contractor orally and with written confirmation upon County's identification of any problems in Contractor's performance of this Contract. Contractor shall respond in writing to County's inquiries within five (5) business days clarifying the stated problem(s) or confirming corrective action to County's satisfaction.

## **1.8 Hours of Operation**

Contractor shall be available to provide services to COUNTY during normal business hours, Monday through Friday from 8:00 a.m. - 5:00 p.m. To accommodate participants, vocational/career assessments, learning disabilities evaluations, and learning disabilities diagnoses may be conducted in evening hours from 5:00 p.m. to 9:00 p.m., Monday through Friday, or on Saturday from 8:00 a.m. to 5:00 p.m.

Contractor is not required to provide services on County recognized holidays. The CCA will provide a list of County holidays to Contractor when this Contract is approved and prior to subsequent calendar years.

## 2.0 COUNTY FURNISHED ITEMS

### 2.1 Equipment

All County furnished items are provided by the County for the duration of the Contract only, and solely for the performance of this Contract. The County shall provide no materials, equipment, and/or services necessary to perform vocational assessment services, except as identified below.

#### A. Information Technology (IT)

The County will provide; or cause to be provided, at no cost to the Contractor(s), the following information Technology:

- Corresponding User Policy and Agreement forms to ensure the systems are safeguarded against misuse.
- Any Additional IT resources deemed necessary by the County.

Contractor must maintain the security and integrity of GEARS and LRS by having up-to-date User Agreements (provided by the County) on-file for each end-user and disallowing the sharing of access codes and passwords between staff. Contractor shall ensure that only authorized Contractor personnel are permitted Web access to GEARS/LRS and any replacement computer systems.

Contractor must maintain the security and integrity of GEARS and LRS by having up-to-date User Agreements (provided by the County) on-file for each end-user and disallowing the sharing of access codes and passwords between staff. Contractor shall ensure that only authorized Contractor personnel are permitted Web access to GEARS/LRS.

The County must evaluate and approve all software or tools used in the operation or support of the Vocational Assessment process. All approved software must be compatible with County standards and hardware and software standards.

#### B. Virtual Private Network (VPN)

County shall issue token-less authentication with the VPN access to be used for remote access to County resources on hardware provided by Contractor and each Subcontractor upon request through the established procedure set by DPSS.

- Contractor must provide their own equipment and internet in order to access County designated and approved DPSS computer system data screens via VPN.
- Contractor must inform the County within one business day from the date the Contractor is notified that Contractor staff is no longer working under this contract to ensure access to the County data system is removed and VPN access revoked.

- Upon termination of this Contract or at County's request, Contractor and each subcontractor shall terminate VPN access.

## **2.2 Material**

- 2.2.1** County shall furnish Contractor with necessary updated departmental computer system instructional material and security information.
- 2.2.2** When requested by Contractor, County shall provide training classes to Contractor in a format deemed appropriate by DPSS.
- 2.2.3** When requested by Contractor, County shall furnish any updates to ***DPSS Operations Handbook Section 21 and State Manual Section 21-203.2 on Civil Rights Investigations, State Manual Section 23-600 on Purchase of Service, State Manual Chapter 20-000 on Welfare Fraud, Los Angeles Penal Code 11167.5 on Child Abuse and DPSS Administrative Directive 2898, dated 10/14/87 on Elder Abuse.***
- 2.2.4** County shall furnish Contractor with nondiscrimination in services posters.
- 2.2.5** County shall furnish Contractor the updates to the GAIN County plan as approved by County.
- 2.2.6** When requested by Contractor, County shall furnish Contractor with a listing of persons/firms identified by County as interested in providing GAIN/GROW vocational assessment services.
- 2.2.7** When requested by Contractor, County shall provide Contractor forms on which to document assessment results for return to County. The need for these forms from County shall be minimal as assessors adapt the forms to their computer systems.
- 2.2.7.1** For GAIN: GN 6013 and GN 6014 and GN 6007.
- 2.2.7.2** For GROW: ABP 1607, ABP 1608 and ABP 1609.
- 2.2.8** When requested by Contractor, County shall provide Contractor with Barriers to Employment Screening forms.

## **2.3 Service**

- 2.3.1** County shall furnish GAIN "train the trainer" training as appropriate for new Contractor staff only if there is no one on Contractor's staff that was previously trained.
- 2.3.2** County shall provide the following training for Contractor and direct service staff via "train the trainer" on a continuing basis: Barriers Screening, Civil Rights, Cultural Awareness, Child and Elder/Dependent Adult Abuse Awareness, and GEARS/LRS.

### 3.0 CONTRACTOR FURNISHED ITEMS

#### 3.1 Facilities

- 3.1.1 Contractor and Subcontractors shall furnish all facilities necessary to perform all services required by this Contract.
- 3.1.2 Subcontractors shall request permission in writing from Contractor and County to move their direct service assessment sites from approved original locations.
- 3.1.3 Requests to move locations shall be submitted by Subcontractors to Contractor and County at least sixty (60) calendar days prior to the move date.
- 3.1.4 Permission for Subcontractors to move will be granted contingent upon submitting an acceptable justification for the move which demonstrates the need to move, adequate access to public transportation, square footage equivalent to the original site, and layout of office space conducive to providing quality assessments.

#### 3.2 Equipment and Supplies

- 3.2.1 Contractor shall furnish all equipment and supplies necessary to perform all services required by this Contract, except as stated in ***Exhibit A, Part 2.***
- 3.2.2 Contractor shall obtain in County's name, for this Contract, all equipment necessary to perform all services required by this Contract, in accordance with the County-approved ***Contractor's Budget, Exhibit B.*** Contractor shall provide County inventories of said equipment. County shall be the sole owner of the equipment. Contractor must return all equipment to County upon termination of this Contract.

#### 3.3 Services

- 3.3.1 Contractor shall provide all security for GEARS/MAPPER/LRS computer terminal and computer access, to ensure that the equipment is secure and confidentiality is maintained. Security measures must be approved by County computer services staff.
- 3.3.2 Contractor shall furnish orientation training and GAIN/GROW update training for staff who have direct contact with the GAIN/GROW participants.
- 3.3.3 Contractor shall provide translation services for participants in threshold and non-threshold languages.

#### 3.4 Materials

Contractor shall furnish and conspicuously post Equal Employment Opportunity posters in the work and service areas.

## 4.0 SPECIFIC TASKS

### 4.1 Management Services

Contractor shall subcontract with Service Providers, who will provide direct Vocational/Career Assessment Services to GAIN, GROW and REP participants and Learning Disabilities Evaluation/Diagnosis Services to GAIN and REP participants. Contractor shall comply with the Los Angeles County Plan and updates, as approved by the Board of Supervisors and the California Department of Social Services.

### 4.2 Intermediary Functions

Contractor shall act as intermediary between vocational assessment service providers, learning disabilities evaluation service providers, learning disabilities diagnosis service providers and County.

**4.2.1** Contractor shall recruit and maintain sufficient Subcontractors for ongoing provision of assessment services to GAIN, GROW and REP participants and learning disabilities evaluation/diagnosis services directly to GAIN and REP participants. Subcontractors must be acceptable to DPSS Director and subcontracts will include the direct service provider requirements as specified in **Section 4.3, 4.4 and 4.5.**

**4.2.1.1** Contractor shall solicit bids for subcontracted direct service through the open competitive bid process.

The Request for Proposals shall be reviewed and approved by County prior to its release to the public.

**4.2.1.2** In awarding subcontracts, Contractor shall give a higher evaluation to service providers who offer the following:

**4.2.1.2.1** Special support systems offered to help GAIN/GROW/REP participants.

**4.2.1.2.2** Assessment sites that are easily accessible by public transportation or in mobile units at County approved facilities, if feasible.

**4.2.1.2.3** Availability of assessment administration between 8:00 a.m. and 9:00 p.m. Monday through Friday, and 8:00 a.m. and 5:00 p.m. on Saturdays with the Flexibility to meet the participants' child care needs.

**4.2.1.2.4** Provision of on-site child care services during administration of assessments.

**4.2.1.2.5** Service providers should also receive additional points For times they have been conducting GAIN/GROW/REP assessments.

**4.2.2** The Contractor, using County provided materials, shall ensure that all contract employees who work directly with GAIN/GROW and REP participants receive an orientation program within thirty (30) business days after they start employment. The program shall, at a minimum, include:

**4.2.2.1** Introduction to the GAIN/GROW and REP Programs;

**4.2.2.2** Cultural Awareness training;

**4.2.2.3** Civil Rights training

**4.2.2.4** Child/Elder Abuse Awareness and Reporting training;

**4.2.2.5** Training on how to screen, identify and assist participants in coping with and overcoming specific barriers to employment by recommending Mental Health, Substance Abuse and Domestic Violence supportive services and Learning Disabilities activities and refer participants back to the GAIN/GROW/REP Case Managers for a clinical assessment referral/domestic violence services.

**4.2.3** Contractor shall develop, continuously update and maintain County's Inventory of Vocational/Career Assessment and Learning Disabilities Evaluation/Diagnosis Service Providers in Los Angeles County, using the LRS. The following information and any other data that may be required will be included in the inventory:

**4.2.3.1** Name of institution where assessments will be conducted;

**4.2.3.2** Address of institution where assessments will be conducted;

**4.2.3.3** Contact person and telephone number;

**4.2.3.4** Language capabilities available through each institution;

**4.2.3.5** Location of assessment services sessions;

**4.2.3.6** Additions, deletions or other changes to the above information shall be entered into the LRS/GEARS service provider inventory and/or LRS within five (5) business days of the change;

**4.2.3.7** Contractor shall notify County of any changes pertaining to Subcontractors within 24 hours of change.

**4.2.4** Contractor shall monitor assessment service providers for contract compliance and quality of services, as determined by Contractor and approved by County. Findings shall be documented in Contractor's monitoring report to County. The report shall include a summary of all corrective actions planned and/or taken to correct substandard performances identified during the monitoring process.

**4.2.5** Contractor shall determine assessor qualifications with County approval.

- 4.2.6** Contractor shall provide sufficient service providers to provide vocational/career assessments in all languages requested by County. The primary languages are: English, Spanish, Armenian, Vietnamese, Chinese, Cambodian, Russian and Korean. But other languages may be needed on occasion.
- 4.2.7** Contractor shall provide a liaison available to assessment providers during County business hours. Contractor is not required to provide this service on County recognized holidays.
- 4.2.8** Contractor shall ensure that assessment providers have a liaison at the assessment service providers' locations. Liaison shall be available to Contractor and County, between 8:00 a.m. and 5:00 p.m. during the regular County business days of Monday through Friday. The only exception to this is for assessment providers located at school sites and which have to abide by school holidays and assessment providers that are religious institutions and not available due to observance of religious holidays.
- 4.2.9** Contractor shall resolve problems and complaints identified by County which may affect the provision of services to GAIN/GROW and REP participants. If immediate resolution by the assessment service providers is not possible, a plan to resolve problems or complaints will be implemented by the Contractor and County notified, within five (5) business days from notice of problem. A copy of resolutions should be sent to CCA.
- 4.2.10** Contractor shall resolve procedural problems identified by assessment service providers, which may affect the provision of services to GAIN/GROW and REP participants. If immediate resolution is not possible, a plan to resolve problems shall be implemented and service providers notified within five (5) business days.
- 4.2.11** Contractor shall ensure that Equal Employment Opportunity and Nondiscrimination in Services notices are posted in all Contractor and Service Provider facilities, where they are easily accessible to contract employees and GAIN/GROW and REP participants. Nondiscrimination in Services notices shall be furnished by County.
- 4.2.12** Contractor shall ensure that all contract employees and assessment providers receive Civil Rights training provided by County via "train the trainer". As a follow-up to the Civil Rights training, Contractor shall submit a report to the CCA indicating the number of staff who attended the training and the date of the training (**Exhibit Q2**).

The Contract must also contain a provision that Contractor develops and operates procedures for receiving and responding to Civil Rights complaints. Attached is a guide entitled "Civil Rights Complaint Flowchart Contractor Process" (**Exhibit Q3**) to be used by Contractor. Additionally, the following requirements must be met regarding the complaint process:

- A) Contractor must provide and, if requested, assist participants with completing a Complaint of Discriminatory Treatment form **(PA 607, Exhibit Q4)** in the participant's designated/preferred language.
- B) Contractor must maintain a log of Civil Rights complaints;
- C) Contractor must designate a Contractor Contract Manager (CCM) to act as a Civil Rights Liaison (CRL) between the contracted agency and the CCA; and
- D) Contractor must ensure that the designated CCM/CRL forward PA 607s to the CCA within two (2) business days; who in turn must immediately forward PA 607s to COUNTY's Civil Rights Section (CRS) for investigation.

**Note:** In processing Civil Rights complaints, CCM/CRLs should not attempt to conduct an investigation. All Civil Rights investigations are handled strictly by the CRS staff.

- 4.2.13 Contractor shall coordinate all efforts between Workforce Investment Act (WIA) agencies, GAIN/GROW and REP to ensure that the assessment process is not duplicated. The objective here is to encourage development of common assessment and resultant service delivery efforts.
- 4.2.14 Contractor shall send a Monthly Management Report, in a format approved by County, to the CCA and copies, to CalWORKs and GAIN Program and GROW Program by the 25<sup>th</sup> day of each month for the previous month's management activities for GAIN, GROW and REP.
- 4.2.15 Contractor shall provide translated materials and translation services for Learning Disability Evaluations.
- 4.2.16 Contractor shall arrange for as-needed interpreter services to assist its subcontracted Learning Disability Assessors in administering the tests to the Limited English Proficient (LEP) participants.
- 4.2.17 Contractor shall ensure that assessment providers conform to **the 7:1 Ratio of Participants to Assessors**. This Ratio is between participants and assessors only and does not include other assessment staff. The degree of deviation allowed beyond this Ratio for monitoring purposes, is **two (2) additional walk-in Participants per Assessor**. All other additional participants not listed on the scheduled appointment sheet should be rescheduled for a later appointment.

The intention of the Ratio is to assure that participants have enough time with assessors to develop quality plans and goals and to prevent participants from feeling rushed through the process. This also allows enough time for the assessors to review the test results

and any other information pertinent to the assessment process such as the Job Club information and GSW information obtained during the pre-meeting with the Job Club/Vocational Assessment Team.

This Ratio applies not only to Job Club assessments but also to assessments at Community Sites, Regional Offices and REP sites as well.

#### **4.3 Processing Assessor's (Subcontractors) Invoices**

- 4.3.1** Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents and successors in interest arising through services performed hereunder, notwithstanding County's consent to Subcontract.
- 4.3.2** Contractor shall send out an invoice template for Subcontractors to complete once the employment plan has been completed.
- 4.3.3** Contractor shall be solely liable for receiving invoices from the assessor after the completion of an assessment/evaluation.
- 4.3.4** Contractor shall verify that a vocational assessment/evaluation referral was made via GEARS/MAPPER/LRS or by obtaining a hard copy or digital version of a hard-written referral form.
- 4.3.5** Once a valid referral is identified, Contractor shall validate the completion of the assessment/evaluation by viewing a hard copy of the signed employment plan, a digital version of the signed employment plan from Contractor's data system and/or via GEARS/MAPPER/LRS.
- 4.3.6** Once the validation process is complete, LACOE shall process and send out payments to the assessor. (LACOE will in turn bill DPSS on their monthly invoice).
- 4.3.7** Contractor shall maintain procedures for collecting and overpayments that may occur for improper billing from the Subcontractor.
- 4.3.8** Contractor shall reconcile invoices quarterly.
- 4.3.9** Contractor shall notify DPSS of the overpayment and DPSS shall collect the overpayment back from the Contractor informing the Contractor within 10 days of the overpayment collection.

#### **4.4 Vocational/Career Assessment Services Requirements**

The following requirements shall be met by the contractor and or by the assessment services providers conducting vocational/career assessments for GAIN/GROW and REP participants:

- 4.4.1 Provides a comprehensive vocational assessment, whose purpose is to generate information useful to career guidance and planning of job training and placements for GAIN, GROW or REP participants. Enrollment in an approved course of training should be a direct result of this activity.
- 4.4.2 Recruits and maintains sufficient number of assessment service providers to meet the needs of GAIN, GROW or REP participants and to ensure that there is no delay in services provided.
- 4.4.3 Provides orientation to all new contract employees working directly with GAIN, GROW or REP participants within thirty (30) business days after they are employed by Contractor or assessment services provider and maintains up-to-date records of all employees who have received this orientation.
- 4.4.4 Maintains/updates GEARS and/or LRS, or any replacement system, inventory of assessment providers within five (5) business days after Contractor/County determines an update is necessary. Contractor must provide report to County showing this has been completed within the acceptable timeframe.
- 4.4.5 Ensures that assessment service providers meet qualifications and demonstrate a commitment to objectively advise participants of current job market trends and develop a mutually agreed upon employment plan that identifies the education, work experience, training, job search, and supportive services needed to achieve the employment goal.
- 4.4.6 Ensures that bilingual services are available. Contractor will provide a monthly list of all assessments performed in any non-English or non-Spanish language by the 10<sup>th</sup> of each following month.
- 4.4.7 Resolves problems and complaints identified by County and/or assessment service providers, or a plan to resolve is implemented within five (5) business days.
- 4.4.8 Provides a liaison to County to represent the Vocational Assessment program on behalf of the participant during County business hours.
- 4.4.9 Contractor shall ensure that vocational assessments are conducted by persons qualified by education and experience. Assessors shall qualify to provide services for the GAIN/GROW/REP contract by meeting any of the following criteria:
  - 4.4.9.1 Masters Degree in a Counseling related field or an appropriate credential. The appropriate credentials shall include: Certified Vocational Evaluator (CVE), Certified Rehabilitation Counselor (CRC), Career Counselor (NCCC or NBCC) and School Counselor (PPS), Professional Vocational Evaluator (PVE), and the International Psychometric Evaluation Credential (IPEC).

For assessors not having the advanced degrees or certification, there are two additional means by which they may meet the minimum qualifications. They are:

**4.4.9.2** Graduation from an Accredited College with a Bachelors Degree Counseling Related Field - The assessor shall have completed a minimum of fifteen (15) semester units in counseling preparation, nine (9) of which shall be in the following areas: guidance principles and techniques, personality development, and test and measurements. The remaining six (6) units must be in the following areas: career counseling techniques, vocational assessment techniques, career and occupational information resources, and counseling techniques for a multi-cultural population.

**4.4.9.3** Bachelor's Degree and One Year of Counseling Experience- For the assessment staff not having the required educational background specified in **Subsections 4.3.1.1 and 4.3.1.2**, the following requirements may also satisfy the minimum qualifications: Bachelor's Degree in an unrelated field, and one year or equivalent full-time experience in vocational counseling under the supervision of an appropriately certified counselor (**see Subsection 4.3.1.1** for appropriate certification).

#### **4.4.10 Language Requirements for Assessments:**

GAIN/GROW and REP participants are not required to speak English in order to participate in the program. Thus, when required, Assessor shall provide verbal and written instructions in languages other than English. Other languages include all threshold and non-threshold languages. The threshold languages are English, Armenian, Cambodian, Chinese, Korean, Russian, Spanish, Tagalog, Vietnamese and including the four (4) Be Vu Settlement languages for the CalFresh Program: Laotian, Hmong, Arabic and Farsi.

When a non-threshold language becomes a threshold one, County will notify Contractor immediately and Contractor shall ensure that a translator for the new threshold language will be available within thirty (30) business days from the day Contractor was notified of the language status change.

The language used with the participant while providing learning disability, vocational or career assessment services must be written on page 2 of the revised GN 6014 and GN 6014A, including information about the use of interpreter services.

**4.4.11** Contractor shall ensure assessment services providers provide participants with an orientation to the assessment program including information on the:

- Purpose of the GAIN/GROW and REP Program
- Philosophy of the GAIN/GROW and REP Program
- Goals of the GAIN/GROW and REP Vocational Assessment Program
- Goals of the GAIN/GROW and REP Career Assessment Program

#### 4.4.12 Assessment Activities:

The assessment activities include at least the following:

- a. Obtaining the participant's work history, and evaluating his/her employment skills, knowledge and ability through appropriate vocational testing.
- b. Reviewing the participant's educational history and evaluating present educational competency level.
- c. Discussing the participant's need for supportive services.
- d. Identifying the participant's employment goal and evaluating his/her chances to achieve the goal, given the participant's current and potential skills and the local labor market conditions.
- e. Evaluating his/her ability to achieve the goal given the participant's current achievement, aptitude and cognitive levels, potential skills and local labor market conditions.
- f. Developing a mutually agreed upon employment plan and identifying the education, training, job search, work experience and supportive services needed to achieve the employment goal.
- g. Estimating the time that will take to achieve the goal.
- h. Documenting the disclosure of the participant's physical limitations, mental conditions or any barriers, such as substance abuse or domestic violence, that limits the participant's ability for employment or participation in Welfare-to-Work (WtW) activities.
- i. Identifying the available resources to complete the Employment Plan.

The assessment provider shall utilize four (4) major assessment methods approved by the County, during the information gathering and testing phase of the assessment.

These methods include:

- 1) Vocational interviews are used for two basic purposes:
  - a) Using a structural interview format, assessors will gather and define relevant vocational information about participants' educational and work experience, vocational interest, employment goals, hobbies and personal needs. During this process, participants are given the opportunity

to discover and clarify important information pertaining to their vocational potential.

- b)** These interviews help participants make realistic choices about employment and whether vocational training may be recommended. Given their skills levels, needs, and vocational preferences, participants learn about the options open to them within the parameters, focusing on immediate full-time or part-time employment.
- 2)** Vocational interest inventories: A list of questions about job titles job-related objectives or activities. Individual responses will indicate preference for the titles, objectives or activities. These questionnaires use the “self-report” techniques, i.e., they require the individuals to describe their own characteristics, likes and dislikes. Occupational interest inventories should be available for participants with various levels of reading skills.
- 3)** Educational competency tests: Educational competency evaluation procedures shall be used to determine the participant’s work related reading and math skills.
- 4)** Individual aptitude or multi-aptitude vocational tests: Multi-aptitude tests measure functional levels of basic work aptitudes, including cognitive, academic, perceptual, and fine motor skills.

Additional tests, to include the following if needed:

- Work-related temperament
- Work values
- Personality
- Work maturity
- Personal/social skills
- Work samples

Assessment instruments shall be unbiased regarding gender. Vocational assessors and career assessors for GAIN/GROW and REP are to utilize additional behavioral tests and observational tools, approved by the County, to screen GAIN/GROW and REP participants for the need of Mental Health, Substance Abuse and Domestic Violence services which would otherwise impair their abilities to find a job or a better job.

For GROW participants, vocational assessors and career assessors are to utilize behavioral tests and observational tools, approved by the County, to screen GROW participants for the need of Mental Health and Domestic Violence services which would otherwise impair their abilities to find a job or a better job.

**4.4.13** Specific test instruments utilized by the assessment service providers shall be approved by the Contractor.

**4.4.14** The full assessment process provided by the assessment service provider shall not be less than six (6) hours and not exceed twelve (12) hours. The partial-assessment process provided by the assessment provider or Third Party assessment shall not exceed six (6) hours.

**4.4.15** The assessment service provider shall provide a liaison to County who will allow the Case Manager to confirm vacancies and appointment dates by telephone prior to participant referral. The assessment service provider/liaison shall be knowledgeable about the GAIN/GROW and REP program, have authority to confirm appointments, and be available, at the assessment service providers locations, between 8:00 a.m. and 5:00 p.m. during the regular County business days of Monday through Friday. The only exception to this is for assessment providers located at school sites and which have to abide by school holidays and assessment providers that are religious institutions and not available due to observance of religious holidays. When assessment providers located at school sites are not Mail) a copy of the completed referral form to the GAIN/GROW and REP Case Manager.

**4.4.16** Within one (1) business day of receipt of the telephone referral from the Case Manager, the assessment service provider shall schedule the assessment appointment. The appointment date shall be within five (5) business days of the date the assessment provider received the assessment referral.

**4.4.17** The need for a Vocational Assessment occurs during the Job Club/ Orientation JCO component for those participants who remain unemployed at the beginning of the fourth week of OJC or as a stand-alone activity when appropriate.

For GROW participants, the need for a Vocational Assessment is recommended by the GROW Case Manager or Job Developer at any time during GROW participation; however, a participation in a Vocational Assessment is voluntary for GROW participants.

The assessment service provider shall ensure that he/she be the same person to assess the participant and to be present at the pre and post assessment meetings with the Job Club Facilitator, the Job Developer and the designated GAIN, GROW or REP Case Manager to collect and share information on the participant.

**4.4.18 GAIN and REP participant:**

Upon completion of the assessment service, the assessment service provider shall complete the assessment results on the GN 6014 for vocational assessments and the GN 6014A for career assessments and either email or hand-deliver these forms to the GAIN or REP Case Manager with a copy to the GAIN or REP Regional Assessment Liaison within five (5) business days from the date of the initial assessment appointment.

**4.4.19 GROW participant:**

The assessment service provider shall ensure that the employment plan developed for the GROW participant can be reasonably completed within the participant's remaining time on aid.

The assessment service provider shall complete and input on the GROW computer system/LRS the results within one (1) business day from the date of the initial assessment appointment. The GROW Case Manager shall receive plan via the GROW/LRS computer.

The assessment service provider shall send the completed, printed disposition form to GROW Case Manager on a weekly basis.

**4.4.20** The assessment service provider shall obtain the assessment referral form from each GAIN/GROW and REP participant.

**4.4.20.1** The assessment service provider shall complete the referral form confirming participant's attendance to assessment interview.

**4.4.20.2** Within five (5) business days of receipt of the referral form, the assessment service provider shall return a copy of the completed referral form to the GAIN/GROW and REP Case Manager.

**4.4.20.3** The assessment service provider shall retain the original completed referral form on file.

**4.4.21** Upon confirmation of the GAIN/GROW /REP participant's assessment appointment, the assessment service provider shall create an assessment file folder for each participant. This file folder shall include all critical documents related to the assessment process, including the GAIN/GROW or REP participant's employment plan. A copy of the employment plan shall follow the GAIN/GROW/REP participant through any subsequent reassessment, reevaluation, and/or Third Party Assessment.

**4.4.22 GAIN and REP participant:**

The assessment service provider shall notify the GAIN or REP Case Manager in writing, on a form approved by the County, within three (3) business days, if the GAIN or REP participant fails to show up for the initial assessment appointment or is asked to leave for reasons acceptable to the Contractor and the County.

**4.4.23 GROW participant:**

The assessment provider shall update the GROW Computer system and any replacement systems within one (1) business day with a "no show" Status if the GROW participant fails to show for the initial assessment appointment or fails to cooperate with the assessor.

**4.4.24** The assessment service provider shall provide GAIN/GROW or REP participants an overview of the assessment process which must include the purpose of assessment and related activities.

**4.4.25** The assessment service provider shall interview each GAIN/GROW or REP participant to determine which assessment instruments are most

appropriate for each individual participant. The types of vocational assessment instruments utilized by the assessment service provider shall be subject to approval by the Contractor.

- 4.4.26 The assessment service provider shall make a referral to the GAIN, GROW or REP Case Manager, recommending a referral for supportive services/clinical assessment if the threshold is reached during the barriers screening process or if the participant self-discloses a barrier to employment.
- 4.4.27 The assessment service provider shall analyze the results of the completed assessment instruments and discuss the results with the GAIN, GROW or REP participant.
- 4.4.28 The assessment service provider and the GAIN, GROW or REP participant shall jointly develop the employment goals for the GAIN, GROW or REP participant's Employment Plan. The plans should reflect the employment goals the participant wants to pursue based on the **assessment results (achievement, aptitude, and cognitive levels)**, labor market, and comprehensive discussions about what the job entails, the level of training/education needed, licensing and/or legal requirements, if applicable (such as passing a background check). Should the participant disagree with the assessment results because the assessor's evaluation of the participant's achievement, aptitude, and cognitive levels do not align with the desired employment goal; the participant can request a third-party assessment and ultimately a State Hearing (if they disagree with the results of the third-party assessment).

The Assessor must provide objective guidance to the participant at all times, respecting the integrity of the process and protecting the welfare of the participant.

The assessment service provider will:

- 4.4.28.1 Review any prior assessments and related documents/ Information such as employment and/or criminal record history to assist in the development of current employment plan.
- 4.4.28.2 Review the Labor Market Information (LMI) to:
  - 4.4.28.2.1 Ensure that the selected job is a growth or stable occupation; and
  - 4.4.28.2.2 Identify the Department of Labor O\*NET self-assessment codes. Use of GEARS OES codes will be required until GEARS is fully phased out by LA County.
  - 4.4.28.2.3 Review the Specific Vocational Preparation (SVP) levels to determine the appropriate duration of the education and training requirements for the selected goals.

Employment plans should be developed based on the WTW activities needed for the participant to achieve their employment goal. Plans may extend beyond WTW 24-Month Time Clock or the 48-Month CalWORKs Time Limit. The participant must be provided an estimated duration of when the employment goal(s) will likely be attained. Furthermore, assessors shall consider recommending activities that will address the participant's employment barriers during the participant's WTW 24-Month Time Clock. These WTW activities could include remedial education, adult basic education, English as a Second Language programs and specialized supportive services programs. Participants are not required to meet the federal core requirements during the WTW 24-Month Time Clock.

**4.4.28.2.4** When a participant chooses an employment goal which requires an employment plan that extends beyond the CalWORKs 48-month time limit, it is important for the vocational assessment service provider to have a comprehensive conversation with the participant regarding the goal; discuss the pros and cons of choosing a long-term goal, the commitment needed to achieve the long-term goal, the skills/education needed to attain the goal, and the possibility of supportive services from the County not being available to assist them beyond their CalWORKs 48-month time limit.

**4.4.28.2.5** If the participant wants to pursue the long-term goal, the Vocational Assessment Service Provider needs to:

- Read and explain the Acknowledgement of Timelines and Limitations of Receiving Supportive Services form to the participant and request the participant to initial and sign the form.
- Develop an alternate goal consistent with the assessment results (reading/math tests, vocational skills inventory, interview, participants choice etc.) that the participant would want to pursue should the participant reconsider the long-term goal during the meeting with the GAIN Case Manager.

- 4.4.28.3** Career plans for career goals should be developed in terms of the participant's potential for maintaining employment, motivation to promote, adequacy of life skills programs, and labor market information.
- 4.4.28.4** When the assessment results indicate the participant meets qualifications, experience or aptitude requirements for a non-demand occupation, it can be considered as an employment option, however, to the extent possible, employment goal options should be selected from the LMI, Job Services list, growth or stable occupations. A non-demand occupation can be selected as an employment goal under the following conditions:
  - 4.4.28.4.1** It is not a declining occupation;
  - 4.4.28.4.2** Resources are available under the GAIN/GROW/REP Program or in the community to reasonably expect the participant to achieve the employment goal; and
  - 4.4.28.4.3** Expected compensation is at a level which provides the participant with self-sufficiency.
- 4.4.28.5** Discuss career ladder opportunities based on the participant's skills and motivation in conjunction with individual interest.
- 4.4.28.6** Explore training in non-traditional jobs for women, if appropriate, during the development of the employment plan.
- 4.4.29** The assessment service provider shall inform the GAIN, GROW or REP participant, at a minimum, of the following factors when developing the employment goal:
  - 4.4.29.1** Normal entry-level and/or journey-level wage ranges for jobs in the occupational field.
  - 4.4.29.2** Normal working conditions for jobs in the occupational field;
  - 4.4.29.3** Normal physical/mental demands of jobs in the occupational field;
  - 4.4.29.4** Normal working hours for jobs in the occupational field;
  - 4.4.29.5** Career ladders in the occupational field when available.
- 4.4.30** The assessment service provider shall make the GAIN, GROW or REP vocational participant aware that although entry-level wages in a chosen occupational field may be low, the GAIN, GROW or REP participant

may want to consider the job because once employed, there are better opportunities for increased earnings.

**4.4.31** The assessment service provider shall work towards developing a mutually agreed-upon employment plan for each GAIN, GROW or REP participant. In developing the employment plan, all of the following factors must be considered:

- 4.4.31.1** That there are benefits to be gained by starting a job now to learn skills necessary for success and long-term employment;
- 4.4.31.2** The participant's work history, including employment skills, knowledge and ability;
- 4.4.31.3** The participant's educational history and present educational competency level;
- 4.4.31.4** The participant's barriers to employment in order to assign the appropriate activity to help in removing those barriers.
- 4.4.31.5** The participant's prior training, if any. When possible, the discussion of prior training shall include why prior training did not result in long term stable employment;
- 4.4.31.6** The participant's need for supportive services in order to best benefit from employment and training services;
- 4.4.31.7** The participant's employment goal and the likelihood of achieving the goal, given the participant's current and potential skills and the local labor market conditions;
- 4.4.31.8** Identification of two employment goals and the estimated time it will take to achieve these goals. The assessment service provider may recommend available post-assessment services with a duration consistent with County policy.

For career assessment, the assessment service provider must develop a recommended "career plan" instead of an employment plan. Participants must be assessed for occupations that are beyond entry level based on participant's long term employment goal. The career plan must include all steps necessary for the participant to reach the desired career goal.

For career assessment, the assessment service provider shall recommend available post-assessment services of the appropriate duration.

For the GROW participants, the duration of recommended activities are not to exceed the General Relief participant's remaining time on aid as displayed in GROW/LRS.

**4.4.31.9** Duration of Primary and Secondary Employment Goals for REP RCA participants:

Vocational Training Programs must be short term and intended to lead to employment within twelve (12) months.

Educational Programs must be short term and intended to lead to employment within twelve (12) months.

English as a Second Language for REP RCA participants:

English as a Second Language may not be recommended in addition to Vocational English as a Second Language (VESL) or ESL if VESL is not available.

The Refugee Employment Program is designed to enable individuals receiving Refugee Cash Assistance (RCA) to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible. RCA participants are able to take part in English language instruction with an emphasis on English as it relates to obtaining and retaining a job. However, English language instruction must be provided in a concurrent, rather than sequential, time period with employment or other employment-related services. Therefore, the activities listed below would be appropriate for the Assessors to recommend in addition to ESL.

Employment-Related Short-Term Activities:

- Work Experience
- Job Services (including In-House Job Search)
- Skills Recertification
- Vocational Training

**4.4.31.10** Specific Objectives

The assessment service provider shall develop for each GAIN, GROW or REP participant specific objectives for each employment goal that are agreed upon between the assessment service provider and the participant. The goals of the specific objectives must be achievable within the constraints of the program, whether these relate to time, resources, institutions or any other factor likely to affect the final outcome. The assessment service provider must develop SMART specific objectives. SMART is an acronym for Specific, Measurable, Attainable, Realistic and Time Bound. It's a simple tool used in writing actionable plan for results.

Specific: Great goals are well defined and specific. The idea should be concrete, detailed, and well defined. Use action words to start your goal, such as obtain, complete, pass, enroll, apply, etc. to introduce the idea.

Measurable: Numbers are essential part of goal setting. Put concrete numbers in the goals, whenever possible. For example: Increase your reading to 12<sup>th</sup> grade level in six months.

Attainable: The participant must be able to achieve the employment goals based on the participant's cognitive levels, aptitude, supportive services available, and resources. Another "A" could be used for Agreed Upon, it is the most important aspect, the participant's buy-in of the action steps, and he/she must believe the goal is reachable.

Realistic: The goals must be based on current conditions and realities of the business climate. Like attainable, it must be doable.

Time-Bound: Goals are not achieved when there is no time frame identified; indicate a time-frame to achieve each small step.

- 4.4.32** The assessment service provider shall record the assessment results on forms provided by County. Copies of forms shall be filed in the GAIN/GROW or REP participant's file and a copy shall be emailed or hand-delivered the appropriate GAIN/GROW or REP Case Manager with a copy to the Regional Assessment Liaison within five (5) business days of the participant's initial assessment interview. The assessment service provider shall maintain a physical and digital copy of the assessment file which shall include all County forms, assessor notes, and test results summaries for a period of five (5) years after termination of this contract, unless County Director's written approval is given to dispose of such material prior to the end of such period.
- 4.4.33** The assessment service provider shall be available to discuss and Provide assessment records to County, CDSS staff and Third Party Assessors when requested by County.
- 4.4.34** If the assessment service provider and GAIN/GROW or REP participant are unable to reach an agreement on the development of an employment goal and/or plan, the assessor shall inform COUNTY and CONTRACTOR using GN 6013 and GN 6014 for GAIN and REP and ABP 1609 for GROW within five (5) business days. This notice shall state the nature of the dispute and describe the issues involved.

If the GAIN/GROW or REP Case Manager and the participant believe a component not listed in the employment plan is better suited for the participant, the GAIN/GROW or REP Case Manager may contact the assessor to discuss an amendment to the plan. Using professional judgment, the assessor may agree to the amendment if it is in line with the participant's employment goal.

- 4.4.35** Upon referral by County, the assessment service provider acting as the Third Party Assessor shall review the employment plan and make appropriate recommendations. The original assessor must be available upon request, to discuss and provide assessment records to third party assessor.

Per State regulations, the results of the assessment conducted by the Third Party Assessor shall be binding upon the County and the participant and shall be used to develop the appropriate employment plan for the participant unless the participant files a request for a State Hearing.

- 4.4.36** The assessment service provider shall participate in the State Hearing process within five (5) business days of telephone or written notice from County. This shall include attendance by necessary staff persons and the provision of necessary records and documents. The assessment service provider shall also provide needed records, documents and written statements for the conciliation and grievance processes when requested by COUNTY.

**4.4.37 Amendments**

**4.4.37.1** If the employment plan requires a minor change that seems to be in-line with the scores/educational background of the participant and the participant agrees with the change, the GAIN, GROW or REP Case Manager will contact the assessment service provider for approval and make the change in-house.

**4.4.37.2** If the change is complicated, such as when the participant has enrolled in an education program that does not fit with their scores/educational background, or if the GAIN, GROW or REP Case Manager and the participant believe a component not listed in the employment plan is better suited for the participant, the Case Manager will contact the assessment service provider to discuss an amendment to the plan. Using professional judgment, the assessor may agree to the amendment if it is in line with participant's employment goal.

**4.4.37.3** If the assessment service provider does not agree with the amendment, the amendment request shall be sent to Contractor to be forwarded to County for review. County and Case Management Staff will resolve the issue within their organization.

**4.4.37.4** Although most of the employment plans may be amended in the first thirty (30) business days, based on extenuating circumstances, amendments to the plan can be made any time during the twelve (12) month period after the plan is signed.

#### **4.4.38 Reassessments**

The assessment service provider shall conduct GAIN GROW or REP vocational reassessments whenever a participant is referred for such services by the GAIN, GROW or REP Case Manager during the twelve (12) month period after the initial assessment. GAIN, GROW or REP participants may be referred for reassessment under the following circumstances:

**4.4.38.1** A participant shall be referred for reassessment whenever he/she fails to obtain employment after completion of all activities included in the participant's employment plan.

**4.4.38.2** Referrals for reassessment shall also be made when it is deemed necessary by the GAIN, GROW or REP Case Manager. Such additional reasons for reassessment may include but are not limited to the following:

**4.4.38.2.1** When GAIN, GROW or REP participants experience difficulty completing the employment plan recommendations.

**4.4.38.2.2** Special circumstances that were not identified during the original assessment process that would preclude the participant from completing the employment plan activities (e.g., participant allergic to materials in the training environment).

**4.4.38.2.3** Unavailability of the training facilities required for completing the employment plan and no other vocational training Contractor is available within reasonable proximity to provide the required training.

**4.4.38.2.4** When the assessment provider has insufficient information to approve an amendment or additional testing is needed.

**4.4.38.2.5** The reasons provided for reassessment shall serve as guidelines for determining what actions shall be taken during the reassessment. After a review of the participant's employment plan and any progress in achieving the employment goal, the plan shall be revised as required.

**4.4.38.2.6** All timeliness and processing requirements applicable to processing initial assessments are also applicable to processing reassessments.

**4.4.38.2.7** The estimated time to complete the reassessment and the amount billed shall be as follows:

- A)** It is estimated that the reassessment process will take up to six (6) hours for the assessor to complete.
- B)** After the completion of the reassessment, the assessor shall bill for this service at the rate of one half the cost of a full assessment.

**4.4.40** The assessment service provider shall protect the confidentiality of all assessment results.

**4.4.41** The assessment service provider shall provide verbal and written instructions/material in other languages when available and as requested by the County and its GAIN Contractors.

**4.4.42** The assessment service provider shall post Equal Employment Opportunity and Nondiscrimination in Services notices in all provider facilities, where they are easily accessible to contract employees and GAIN/GROW or REP participants. Assessment service providers shall ensure compliance with this Agreement's **Standard Terms and Conditions, Part 8.0, Section 8.29.**

**4.4.43** Most GAIN or REP participants are caretakers of minor children. The majority of them will have school-age children. In order to facilitate the participant's cooperation with program requirements and to minimize the cost of GAIN child care, it is desirable that the GAIN or REP assessments be conducted during the time the children are in school. Assessors shall be available to conduct business during business hours (i.e., 8:00 a.m. to 5:00 p.m.).

**4.4.44** The assessment service provider shall establish and maintain a quality control system acceptable to Contractor in order to ensure compliance with the requirements in this **Section 4.3.** Problems found shall be resolved or a plan shall be implemented to resolve problems within five (5) business days of detection. A file of quality control findings shall be maintained by the assessment service provider for five (5) years.

**4.4.45** The assessment service provider shall ensure that a Confidentiality Agreement, as illustrated in **Exhibit F**, is signed and a copy is on file for each contract employee prior to beginning work on services provided under this Agreement.

**4.4.46** The assessment service provider shall report all suspected or actual fraud discovered if reporting such fraud does not violate provisions of client confidentiality established by the code of ethics of the assessment provider's professional association, certifying agency, or licensing agency. Reports of fraud shall be made in writing to County, within three (3) business days of discovery.

#### **4.5 Learning Disabilities Evaluation Services Requirements**

The following requirements shall be met by the Contractor and the assessment services providers conducting Learning Disabilities Evaluation Services for GAIN or REP participants. These services shall be structured in a two-tiered system which will include:

**Tier I:** Learning Disabilities Evaluations (With or Without Accommodations);and  
**Tier II:** Learning Disabilities Diagnosis.

Contractor shall assure that all staff providing Learning Disabilities Evaluations meet the following qualifications:

- 1) A Master's degree or Doctorate's degree in a counseling-related field with graduate-level coursework in testing and measurement and specific graduate-level coursework relating to the identification and evaluation of learning disabilities, and;
- 2) Qualification to administer and interpret the specific tests required to evaluate learning disabilities in each of the testing domains as described in **Sub-Section 4.4.1**, which includes approval by the Learning Disabilities test publisher to use the required Learning Disabilities instruments.

The assessment services provider shall take into consideration the participant's short/long-term educational needs in making recommendations for the participant's activities/goals.

**4.5.1** Assessment services provider shall conduct/complete a comprehensive Learning Disabilities Evaluation for each referred participant. At a minimum, the following domains regarding the participant shall be addressed:

- 4.5.1.1** A diagnostic interview and history taking
- 4.5.1.2** Aptitude/information processing
- 4.5.1.3** Academic achievement, and
- 4.5.1.4** Vocational interview, inventories and tests

**4.5.2** Instruments/tests listed below are not intended to be exhaustive. The type of tests administered by the assessment services provider are at the discretion of the Learning Disabilities Evaluators' professional judgment and must match, to the extent possible, the participant's vocational interests. To perform the Learning Disabilities Evaluation, instruments/tests may include, but not be limited to the following:

- 4.5.2.1** Aptitudes/information processing; The Woodcock-Johnson and Woodcock-Munoz for Spanish, are required instruments. The Wechsler Adult Intelligence Scale (WAIS); BETA III; Test of Non-verbal Intelligence (TONI 3); and

- Raven Standard Progressive Matrices may be used as needed and
- 4.5.2.2** Achievement; e.g., Wide Range Achievement Test (WRAT 3), Test of Adult Basic Education (TABE), or Nelson-Denny (reading); and
  - 4.5.2.3** Vocational Interests, as needed, to assist in the development of the Welfare-to-Work plan.

At this time, the State has not approved testing instruments in languages other than English and Spanish. Once the State approves testing instruments in all threshold and non-threshold languages, the assessment service provider shall administer these tests to all non-English and non-Spanish participants.

- 4.5.3** The assessment service provider shall assess/evaluate all existing assessment information to ensure that evaluation services are not duplicated, unless deemed necessary by the evaluator.
- 4.5.4** The assessment services provider may recommend a diagnosis when the participant presents significant or multiple impairments.
- 4.5.5** The assessment services provider shall consider the linguistic background of the participant in selecting the Learning Disabilities evaluation tests.
- 4.5.6** Upon completion of the Learning Disabilities Evaluation, the assessment services provider shall discuss with the participant the benefits of Job Club Services as a first Welfare-to-Work activity.
- 4.5.7** The assessment services provider shall integrate all information gathered during the Learning Disabilities Evaluation into a summary report. The assessment services provider shall use direct language in completing the report. The report shall include the following information regarding the participant:
  - 4.5.7.1** Relevant vocational/educational background and history;
  - 4.5.7.2** Documentation and discussion of participant's short/long-term employment goals and generic/specific vocational plans/goals;
  - 4.5.7.3** General aptitude;
  - 4.5.7.4** Academic achievement;
  - 4.5.7.5** Cognitive level;
  - 4.5.7.6** Other issues; e.g., physical/mental problems;

- 4.5.7.7 Areas of strength;
  - 4.5.7.8 Areas of deficit;
  - 4.5.7.9 Learning disabilities and description of each;
  - 4.5.7.10 Related and co-existing disorders and description of each;
  - 4.5.7.11 Appropriateness of current or proposed Welfare-to-Work activity;
  - 4.5.7.12 Recommended accommodations/assistive technology for participant's current or proposed Welfare-to-Work plan and other purposes (e.g., driver's license exam, GED exam);
  - 4.5.7.13 Identification of local resources to assist the participant;
  - 4.5.7.14 Evaluation Summary (including areas of potential impact; rationale for Learning Disability determination).
- 4.5.8** ***Subsection 4.5.8.1 through Subsection 4.5.8.4*** must be completed as indicated below:
- 4.5.8.1 The assessment services provider shall give priority in scheduling participants who are identified by the GAIN/REP Case Manager (on the Learning Disabilities referral form) as being in the compliance/sanction process or approaching their time limit on aid.
  - 4.5.8.2 For participants not identified (on the Learning Disabilities referral form) as being in the compliance/sanction process or approaching their time limit on aid, the assessment services provider shall provide a Learning Disabilities Evaluation appointment date to the County or GAIN/REP contracted regions/offices when requested via telephone so that the County or GAIN/REP contracted regions/offices can provide this information to the participant immediately after the Learning Disabilities screening is completed. The evaluation appointment shall be no more than five (5) business days from the date of the telephone appointment request.
  - 4.4.8.3 The assessment services provider shall provide a liaison to County who will have authority to make/change Learning Disabilities Evaluation appointments.
  - 4.5.8.4 The assessment services provider shall notify the GAIN/REP Case Manager within three (3) business days in writing if the participant does not show for the first or second scheduled appointment.

- 4.5.9** The assessment services provider shall update the appropriate screen/pages in the relevant computer system GEARS/LRS and any replacement screen. Maintain Evaluator Information (MTEI) Screen with the following information:
- Appointment availability
  - Appointment results
  - Learning Disabilities tests completed
  - Learning Disabilities evaluation results and accommodations
  - Recommendations for employment and vocational goals
  - Communication with the Participant
- 4.5.10** The assessment services provider shall complete and email or hand-deliver a copy of the evaluation report to the GAIN/REP Case Manager with a copy to the appropriate Regional Assessment Liaison within five (5) business days from the date that the evaluation begins. The Learning Disabilities Evaluator shall retain the original completed report on file.
- 4.5.11** The assessment services provider shall ensure that the evaluator is available to discuss the evaluation report by telephone with DPSS or GAIN/REP contracted staff and the participant, as necessary.
- 4.5.12** The assessment services provider shall provide the participant with written documentation which may be provided to employer(s), schools, etc., as verification of his/her learning disabilities and the recommended reasonable accommodations.
- 4.5.13** The assessment services provider may recommend a Learning Disabilities Diagnosis when the participant presents significant or multiple impairments.
- 4.5.14** The assessment services provider shall recommend a Learning Disabilities Diagnosis if the evaluator and participant are unable to reach an agreement regarding the determination of learning disabilities or accommodations.
- 4.5.15** A Learning Disabilities Diagnosis shall be recommended to resolve disputes with GAIN training and/or educational service providers that present contrary findings based on their own testing for learning disabilities.
- 4.5.16** The assessment services provider shall recommend a Third Party Assessment if the evaluator and participant are unable to reach an agreement on the participant's employment plan portion of the evaluation. The Third Party Assessment must be an approved LD evaluator. This Third-Party Assessment shall be compensated—at the partial payment for Learning Disabilities Evaluation rate.
- 4.5.17** Contractor shall recruit and maintains sufficient staff for ongoing services.

- 4.5.18 Ensures hired staff meets all California Department of Social Services (CDSS) requirements to perform Learning Disability (LD) evaluations.
- 4.5.19 Provides a liaison to County to represent the LD program on behalf of the participant during County business hours.
- 4.5.20 Updates the GEARS/LRS computer system with pertinent information.
- 4.5.21 Maintains all records as required.
- 4.5.22 All participants who are referred for Learning Disability Evaluation will be given an appointment for evaluation that is no more than five (5) business days from the date of the referral provided that the participant keep the appointment scheduled for them.(Refer to **Subsection 4.4.8.2 of the Statement of Work**).
- 4.5.23 The Learning Disability Evaluation report shall be completed and emailed or hand-delivered to the GAIN/REP Case Manager within five (5) business days from the date the evaluation begins for evaluations completed in one (1) session (Refer to **Section 4.4.10 of the Statement of Work**). For evaluations requiring more than one (1) session, the Learning Disability Evaluation report shall be completed and emailed or hand-delivered within five (5) business days following the last session.
- 4.5.24 Upon determining the need for a Diagnosis, the complete Learning Disability Evaluation report including all relevant participant records shall be emailed or hand-delivered to the GAIN/REP Case Manager and to the Diagnostician within three (3) business days of completion of the evaluation. (Refer to **Section 4.5.2 of the Statement of Work**).

#### 4.6 Learning Disabilities Diagnosis Services Requirements

- 4.6.1 After the evaluator conducts the Learning Disabilities Evaluation, and the participant meets the established criteria for further Learning Disabilities Testing and Diagnosis, the evaluator will refer the participant to the GAIN/REP Case Manager for a Learning Disabilities Diagnosis.
- 4.6.2 Upon determining the need for a Diagnosis, the evaluator will send a copy of their evaluation report to the GAIN/REP Case Manager and to the Diagnostician or his/her designee within three (3) business days of completing the evaluation. Upon receipt of the evaluation report, the Diagnostician, with the evaluator's input and feedback as needed, will determine if a Diagnosis can be made based on this information.
- 4.6.3 If a Diagnosis can be made without an interview of the participant, a Diagnosis report, including any necessary and appropriate recommendations for accommodations, will be created and sent to the GAIN/REP Case Manager within three (3) business days of the completion of the Diagnosis.

- 4.6.4 If an interview of the participant is necessary to complete the Diagnosis, the Diagnostician will contact the GAIN/REP Case Manager to arrange for the appointment. The appointment will include an interview of the participant and any additional testing that may be necessary to complete the diagnosis. Upon completion of the Diagnosis, the Diagnostician will send his/her Diagnosis report, by certified mail, to the GAIN/REP Case Manager and the initial evaluator within three (3) business days.
- 4.6.5 Upon receipt of the Learning Disability Evaluation report, should relevant documents requiring participant authorization for release be identified in the report, the GAIN/REP Case Manager shall be responsible to request within three (3) business days and forward the documents to the Diagnostician within three (3) business days following receipt.
- 4.6.6 All of participants who are referred for Learning Disability Diagnosis will be seen by the Diagnostician within three (3) business days (provided that the participants keep the appointment scheduled for them) following receipt by the Diagnostician of the complete Learning Disability Evaluation Report including all identified relevant documents as necessary.
- 4.6.7 All participants who are diagnosed as having a Learning Disability, accommodation plans will be emailed or hand-delivered to the GAIN/REP Case Manager within three (3) business days following the completion of The Diagnosis.
- 4.6.8 Recruits and maintains sufficient staff for ongoing services.
- 4.6.9 Hired staff met all CDSS requirements to perform LD diagnoses.
- 4.6.10 Provides a liaison to the County to represent the LD program on behalf of the participant during County business hours.
- 4.6.11 Maintains all records as required.
- 4.6.12 Ensures that an LD Diagnosis is performed when formal documentation of an accommodation is needed, or the participant presents significant or multiple impairments.

#### **4.7 Special Instructions for Processing Participants with Criminal Records**

When a participant declares that he/she has a criminal record the assessor will:

- 4.7.1 Determine if the participant has applied for an expungement of his/her criminal record. If the participant has applied for an expungement with the judicial court, request the participant to present a processed copy of either the Order for Dismissal form CR-181 or the Petition for Dismissal form CR-180.
  - 4.7.1.1 If the participant presents either of the requested documents, develop an employment plan which allows the participant to pursue their chosen employment goal. However, if the

participant's criminal record cannot be expunged (for example, participant served prison time,), refer to 4.7.3 and/or 4.7.4 below.

- 4.7.1.2** If the required document is not provided at Assessment, the VASP will develop an employment goal that will not be affected by the participant's criminal record, but is in a closely related field to the desired goal and allow for Amendments to the Employment Plan when the documentation that the participant has requested an expungement is received by the VASP.
- 4.7.2** If the participant has not filed for expungement of his/her criminal record, encourage him/her to take advantage of DPSS' Expungement Services.
  - 4.7.2.1** Engage each participant in a meaningful discussion and explain the advantages of having criminal records expunged.
  - 4.7.2.2** Recommend that the participant contact the certifying and licensing boards to get more information if a criminal record will preclude him//her from pursuing a specific license/certificate.
  - 4.7.2.3** Notify the GAIN Services Worker (GSW), Contracted Case Manager (CCM) or Refugee Case Manager (RCM) of the participant's need for Expungement Services via the assessor's comments on page three of the GN 6014 – Vocational Assessment Summary and Employment Plan.
- 4.7.3** Assist participants with criminal records by advising them of the criminal offenses that may affect their ability to achieve their employment goal in certain fields/occupations so that participants may make an informed choice.
  - 4.7.3.1** Show the participant government regulations for individuals with criminal records in pursuing certain fields, such as: jobs related to security, firearms, bonding, fiduciary responsibilities, and exposure to medicines, and working with children/elderly, etc. If in doubt, research the employment goal and necessary legal mandates.
  - 4.7.3.2** Explain to the participant that some governing boards will allow them to finish their program and determine eligibility for licensing examinations on a case-by-case basis. Explain that this process may result in the participant being disqualified from taking the licensure examination; delay their ability to receive a license or not receiving a license at all.
  - 4.7.3.3** Recommend the participant contact the certifying and licensing boards if it appears the participant's criminal record may preclude him/her from pursuing a specific field/occupation to get information on the appeal process.

**4.7.3.4** Recommend an alternative employment goal close to his/her field of interest that may not be affected by the participant's criminal record.

**4.7.4** Develop employment goals that will not be affected by the participant's criminal record, if the criminal records cannot be expunged.

**4.7.4.1** Engage the participant in a meaningful discussion and explain the reasons for developing the employment goals.

**4.7.4.2** Advise participant to seek legal assistance in applying for a Certificate of Rehabilitation if a conviction resulted in prison time.

**4.7.4.3** Recommend employment goals closely related to his/her field of interest that may not be affected by the participant's criminal record.

**4.7.5** Complete the Confidentiality Section of the Employment Plan.

**4.7.5.1** Indicate if the participant has a criminal record (misdemeanor/felony conviction).

**4.7.5.2** Advise the GSW/CCM/RCM of the participant's need for Expungement services if the participant has not applied for a Petition for Dismissal.

#### **4.8** Performance Measures

Contractor shall perform in accordance with the following Performance Measures for the Vocational Assessment, Learning Disabilities Evaluation and Learning Disabilities Diagnosis components of the Contract:

**4.8.1** One Hundred percent (100%) of participants will have a complete employment plan within two (2) business days following the completion of the assessment appointments.

**4.8.2** One hundred percent (100%) of completed vocational assessment employment plans are delivered to the GAIN Case Manager/REP Case Manager/GROW Case Manager within five (5) business days via email or hand-delivery.

**4.8.3** A quarterly review of ninety-five percent (95%) customer satisfaction surveys completed indicate that the Participant is satisfied with the level of service provided by the contracted vocational assessment provider.

**4.8.4** Contractor shall ensure that assessment providers conform to ***the 7:1 Ratio of Participants to Assessors***.

**TECHNICAL EXHIBIT 15****PERFORMANCE REQUIREMENT SUMMARY FOR VOCATIONAL ASSESSMENT  
AND  
LEARNING DISABILITIES EVALUATION SERVICES CONTRACTOR**

<b>REQUIRED SERVICES</b>	<b>STANDARD</b>	<b>AQL</b>	<b>METHOD OF MONITORING</b>	<b>LIQUIDATED DAMAGES</b>
<p>1. Recruit and maintain sufficient service providers for Vocational Assessment and Learning Disability Evaluation/Diagnosis services. <b>(SOW 4.4.2) and (SOW 4.6.1.2)</b></p>	Maintain sufficient assessor coverage in all contracted sites so that there is no backlog in the delivery of services.	Appointment Date shall be within 5 business days of request date.	Verified User complaints. Review of MMR. GSW complaints. Site Monitoring.	\$500.00 per appointment not scheduled due to unavailable staff.
<p>2. Sufficient assessors will be available at Job Club Assessment dates. <b>(SOW 4.4.2)) and (SOW 4.6.1.2)</b></p>	7:1 Ratio of participants to assessors based on reservation list provided to assessor 48 hours before session.	2 additional walk-in participants	Verified User complaints. Review of MMR. GSW complaints. Site Monitoring.	\$500.00 per non-compliance with the Ratio.
<p>3. Ensure that service providers meet all CDSS requirements and qualifications to perform Assessments and LD Evaluations/ Diagnoses. <b>(SOW 4.64.18) and (SOW 4.5.9)</b></p>	100% of staff employed to conduct Assessments and LD Evaluation/Diagnosis meet the minimum requirements and qualifications.	None	Review of employee records. Review of MMR. Review of Evaluation reports.	\$500.00 per incidence of non-compliance.
<p>4. Provide Orientation to all new contract employees working directly with GAIN/GROW and REP participants. <b>(SOW 4.2.2)</b></p>	100% of public contact staff trained within 30 business days after they are employed by CONTRACTOR or Assessment/LD Evaluation services providers.	15 days	User complaints. Review of Monthly Management Reports.	\$100.00 per occurrence.
<p>5. LACOE staff and Assessors receive training on Barriers Screening, Civil Rights and Cultural Awareness. <b>(SOW 2.4.2)</b></p>	100% of staff attends training at least every 2 years.	None	Review of MMR.	\$500.00 per incidence of non-compliance.

REQUIRED SERVICES	STANDARD	AQL	METHOD OF MONITORING	LIQUIDATED DAMAGES
6. LACOE staff and Assessors receive training on Child/Elder Abuse Awareness. <b>(SOW 2.4.2)</b>	100% of staff attends training at least every 2 years.	None	Review of MMR.	\$500.00 per incidence of non-compliance.
7. LACOE staff and Subcontractors receive GEARS/LRS training. <b>(SOW 2.4.2)</b>	Appropriate staff to attend training prior to providing services.	None	Review of MMR.	\$500.00 per incidence of non-compliance.
8. Equal Employment Opportunity and Nondiscrimination in Services notices are posted in all CONTRACTOR and Subcontractor facilities, where they are easily accessible to contract employees and GAIN/REP participants. <b>(SOW 4.2.11)</b>	100% of CONTRACTOR and assessment service providers' sites shall have subject notices publicly posted.	None	On-site observation. Subcontractors Monitoring Reports.	\$100.00 per incidence of non-compliance.
9. Forward Civil Rights complaints from GAIN/REP participants against service providers to COUNTY. <b>(SOW 4.2.12)</b>	100% of Civil Rights complaints forwarded to CCA within 1 business day.	1 additional business day.	Participant complaints. Review MMR. Review of Civil Rights complaints.	\$100.00 per incidence of non-compliance.
10. Resolve problems and complaints identified by COUNTY and/or service providers. <b>(SOW 4.6.1.7)</b>	100% of problems and complaints are resolved or a Corrective Action Plan to resolve is implemented within 5 business days of acceptance of CAP by COUNTY.	2% of complaints.	User complaints.	\$2,000.00 per incidence of non-compliance.
11. Provide a Liaison to COUNTY and service providers <b>(SOW 4.6.2.3) and (SOW 4.6.1.10)</b>	CONTRACTOR's Liaison available to COUNTY and service providers during COUNTY business hours.	None	Participant complaints. On-site observation.	\$500.00 per incidence of non-compliance.
12. Confidentiality Agreement is signed and a copy is on file for each employee prior to that employee starting work. <b>(Section 7.6)</b>	100% of employees have signed the Confidentiality Agreement form prior to beginning work on this Contract.	None	Review of Personnel records.	\$300.00 per incidence of non-compliance.

<b>REQUIRED SERVICES</b>	<b>STANDARD</b>	<b>AQL</b>	<b>METHOD OF MONITORING</b>	<b>LIQUIDATED DAMAGES</b>
<p>13. Invoices, Management and Monitoring Reports are submitted to COUNTY as required. <b>(SOW 1.3.2)</b></p>	<p>COUNTY receives Invoices by the 15<sup>th</sup> day of the following month and Management and Monitoring Reports by the 25<sup>th</sup> day of the following month.</p>	<p>2 business days</p>	<p>Review of Reports/Invoices</p>	<p>\$100.00 per day late.</p>
<p>14. Maintain and comply with Quality Control Plan: <b>(SOW 1.4)</b> Monitor assessment service provider for contract compliance and quality of services. <b>(SOW 1.3)</b></p>	<p>New service providers will be monitored each of the first 6 months. If performing at acceptable attribute points agreed to by COUNTY and CONTRACTOR, monitoring may then be quarterly.</p>	<p>None</p>	<p>Review of QC Plan Review of Subcontractors' Monitoring Reports On-Site Observation</p>	<p>\$900.00 per occurrence.</p>
<p>15. Provide Insurance Verification to CCA. <b>(Section 8.24)</b></p>	<p>Evidence of Coverage provided prior to expiration date of previous certificate.</p>	<p>Expiration Date</p>	<p>Review of Insurance Verification.</p>	<p>2% of CONTRACTOR's Monthly Flat Fee per occurrence.</p>
<p>16. Maintain/update GEARS/LRS inventory of assessment providers. <b>(SOW 4.23 and SOW</b></p>	<p>Update GEARS/LRS within 5 business days after CONTRACTOR/COUNTY determines an update is necessary.</p>	<p>None</p>	<p>User complaints. GEARS/LRS review.</p>	<p>\$500.00 per occurrence.</p>
<p>17. Update the GEARS/LRS computer system with results of Assessment/LD Evaluation. <b>(SOW 4.6.2.4)</b></p>	<p>Update GEARS/LRS on the same day information is received unless the GEARS/LRS system is not available. If GEARS/LRS system is not available, information shall be entered on the same day the system becomes available.</p>	<p>Each agency can have 2 instances that are no more than 2 business days late</p>	<p>Participant complaints. GSW Complaints. Review of MMR.</p>	<p>\$300.00 per incidence of non-compliance for each of the sections identified.</p>
<p>18. Maintain participant records as required. <b>(SOW 4.3.21)</b></p>	<p>Maintain participant folder with test results and completed reports such as Employment Plan, LD Evaluation report.</p>	<p>None</p>	<p>Review of participant records.</p>	<p>\$300.00 per incidence of non-compliance for each of the sections identified.</p>

REQUIRED SERVICES	STANDARD	AQL	METHOD OF MONITORING	LIQUIDATED DAMAGES
<p>19. Ensure bilingual services are available. <b>(SOW 4.4.6)</b></p>	<p>Non-English speaking participants are assessed in their native language, unless written valid justification is provided.</p>	<p>1% of speaking participants referred.</p>	<p>User complaints. Review of Monthly Management Reports. GSW complaints.</p>	<p>\$500.00 per occurrence.</p>
<p>20. Participants referred for Vocational Assessment will be given an appointment that is no more than 5 business days from the date of the referral. <b>(SOW 4.4.16)</b> <b>(SOW 4.3.8)</b></p>	<p>100% of participants who are referred for Vocational Assessment will be given an appointment that is no more than 5 business days from the date of the referral.</p>	<p>None</p>	<p>Review of records. Participant complaints. Review of Monthly Management Report. GSW complaints.</p>	<p>\$100.00 per incidence of non-compliance.</p>
<p>21. Completed Employment Plan contains SMART specific objectives and the recommended objectives were discussed with the participant on the day of Assessment <b>(SOW 4.4.31.10)</b></p>	<p>100% of participants who are assessed must be provided with SMART specific objectives to achieve their employment career goals on the day of Assessment.</p>	<p>1 business day</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$100.00 per day late.</p>
<p>22. Completed Employment Plan is provided to GSW or CCM within 5 business days following the completion of the Assessment appointment. <b>(SOW 4.4.18)</b></p>	<p>100% of completed Employment Plans are provided to GSW or CCM within 5 business days following the completion of the Assessment appointment.</p>	<p>1 business day</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$100.00 per day late.</p>

REQUIRED SERVICES	STANDARD	AQL	METHOD OF MONITORING	LIQUIDATED DAMAGES
<p><b>23.</b> Availability of LD Evaluation administration between: 8:00 a.m. - 5:00 p.m. Monday through Friday and on Saturdays from 8:00 a.m. - 5:00 p.m. by appointment only, except on COUNTY scheduled holidays.</p>	<p>Staff available to service participants scheduled for Evaluation.</p>	<p>None</p>	<p>Participant complaints. Review MMR.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p><b>24.</b> Participants referred for LD Evaluation will be given an appointment for Evaluation that is no more than 5 business days from the date of the referral. <b>(SOW 4.5.8.2)</b></p>	<p>100% of participants who are referred for LD Evaluation will be given an appointment for Evaluation that is no more than 5 business days from the date of the referral.</p>	<p>1% of participants referred.</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$250.00 per incidence of non-compliance.</p>
<p><b>25.</b> Upon confirmation of the GAIN/REP participant's Vocational Assessment and/or LD Evaluation appointment, Evaluator shall create a file folder for each participant. <b>(SOW 4.4.21)</b></p>	<p>Folder is created to hold documents as stated in SOW section.</p>	<p>None</p>	<p>Review of participant case folders.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p><b>26.</b> Evaluator is available to discuss the LD report with DPSS staff and the participant, as necessary. <b>(SOW 4.5.11)</b></p>	<p>Be available to discuss progress report, via telephone appointment within 3 business days.</p>	<p>None</p>	<p>Participant complaints. GSW Complaints. Review of MMR.</p>	<p>\$300.00 per incidence of non-compliance for each of the sections identified.</p>

<b>REQUIRED SERVICES</b>	<b>STANDARD</b>	<b>AQL</b>	<b>METHOD OF MONITORING</b>	<b>LIQUIDATED DAMAGES</b>
27. An LD Evaluation shall include a Diagnostic Interview and History Taking. <b>(SOW 4.5.1)</b>	Participant record documents that Diagnostic Interview and History Taking was completed.	None	Review of LD Evaluation reports. Participant complaints.	\$300.00 per incidence of non-compliance.
28. An LD Evaluation shall include Vocational Interview, Inventories and Tests. <b>(SOW 4.5.1.4)</b>	Participant record documents that Vocational Interview, Inventories and Tests were completed.	None.	Review of LD Evaluation reports. Review of participant case folders. Review of MMR.	\$300.00 per incidence of non-compliance.
29. Validated instruments, approved by the State, are used in the LD Evaluation and Diagnosis process. <b>(SOW 4.5.2.3)</b>	Validated instruments are used.	None. Does not apply to cases where approved instruments are not available.	Review of MMR. Review of tools. Review of LD Evaluation reports. Review of participant case folders.	\$300.00 per incidence of non-compliance.
30. For an LD Evaluation, use basic tools approved by the State to measure aptitudes/information processing, e.g., Wechsler Adult Intelligence Scale (WAIS), Woodcock-Johnson, Woodcock Munoz for Spanish, BETA III, Test for Non-verbal intelligence (TONI3), and Raven Standard Progressive Matrices. <b>(SOW 4.5.2.1)</b>	Subject tools are used.	None. Does not apply to cases where approved instruments are not available.	Review of tools. Review of LD Evaluation reports. Review of participant case folders.	\$300.00 per incidence of non-compliance.
31. For an LD Evaluation, use basic tools approved by the State to measure achievement, e.g., Wide Range Achievement Test (WRAT 3), Test of Adult Basic Education (TABE), and Nelson-Denny (reading). <b>(SOW 4.5.2.2)</b>	Subject tools are used.	None. Does not apply to cases where approved instruments are not available.	Review of tools. Review of LD Evaluation reports. Review of participant case folders.	\$300.00 per incidence of non-compliance.

<b>REQUIRED SERVICES</b>	<b>STANDARD</b>	<b>AQL</b>	<b>METHOD OF MONITORING</b>	<b>LIQUIDATED DAMAGES</b>
<p><b>32.</b> For an LD Evaluation, use basic tools to measure Vocational Interests. <b>(SOW 4.5.2)</b></p>	<p>Subject tools are used.</p>	<p>None</p>	<p>Review of tools. Review of LD Evaluation reports. Review of participant case folders.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p><b>33.</b> LD tests administered match, to the extent possible, the participant's employment goal. <b>(SOW 4.4.12)</b></p>	<p>LD tests match participant's employment goal.</p>	<p>None</p>	<p>Review of tools. Review of LD Evaluation reports. Review of participant case folders.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p><b>34.</b> Perform an LD Diagnosis rather than an LD Evaluation when formal documentation of an accommodation is needed or the participant presents significant or multiple impairments. <b>(SOW 4.5.13)</b></p>	<p>Conduct an LD Diagnosis as required.</p>	<p>None</p>	<p>GSW complaints. Review of participant case folders. Review of Diagnosis reports. Review of LD Evaluation reports.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p><b>35.</b> Notify the GSW/CCM within 1 business day by telephone, if the participant does not show for the scheduled LD appointment. Evaluator shall follow up in writing within 3 business days. <b>(SOW 4.4.8.4)</b></p>	<p>Notify COUNTY as required.</p>	<p>None</p>	<p>GSW complaints. Review of MMR. Review of participant case folder.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p><b>36.</b> The LD Evaluation report is to be completed and E-Mailed to the GSW or CCM. <b>(SOW 4.5.23)</b></p>	<p>The LD Evaluation report is to be completed and E-Mailed to the GSW or CCM within 5 business days from the date the Evaluation begins.</p>	<p>None</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$300.00 per incidence of non-compliance.</p>

REQUIRED SERVICES	STANDARD	AQL	METHOD OF MONITORING	LIQUIDATED DAMAGES
<p>37. Upon determining the need for a Diagnosis, the LD Evaluation report is to be E-Mailed to the GSW or CCM and to the Diagnostician. <b>(SOW 5.5.10)</b></p>	<p>The LD Evaluation report is to be E-Mailed to the GSW or CCM and to the Diagnostician within 3 business days of completion of the Evaluation.</p>	<p>None</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$300.00 per incidence of non-compliance.</p>
<p>38. Participants who are referred for LD Diagnosis will be seen by the Diagnostician within 3 business days (provided that the participant keeps the appointment scheduled for them). <b>(SOW 4.5.24)</b></p>	<p>100% of participants who are referred for LD Diagnosis shall be seen by the Diagnostician within 3 business days (provided that the participant keeps the appointment scheduled for them).</p>	<p>None</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$500.00 per incidence of non-compliance.</p>
<p>39. For participants who are diagnosed as having an LD, the Accommodation Plan will be E-Mailed to the GSW or CCM within 3 business days following the completion of the Diagnosis. <b>(SOW 4.62)</b></p>	<p>For 100% of participants who are diagnosed as having an LD, the Accommodation Plan will be E-Mailed to the GSW or CCM within 3 business days following the completion of the Diagnosis.</p>	<p>None</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$500.00 per incidence of non-compliance.</p>
<p>40. Ensure service providers provide responsive, efficient and high quality public services.</p>	<p>A quarterly review of ninety-five percent (95%) customer satisfaction surveys completed indicate that the participant is satisfied with the level of service provided by the contracted vocational assessment provider.</p>	<p>None</p>	<p>Review of records. Participant complaints. Review of MMR. GSW complaints.</p>	<p>\$300.00 per incidence of non-compliance.</p>

**PERFORMANCE REQUIREMENT SUMMARY FOR VOCATIONAL ASSESSMENT  
AND LEARNING DISABILITIES EVALUATION SERVICE PROVIDERS**

	Type*	Wt.	Monitoring Attribute	Evidence of Compliance	Method of Monitoring
1.	FR	5	A file folder containing all relevant assessment materials is maintained for each participant for whom a referral is received.	A file folder is available for review	Review of participant file
2.	FR	3	GN6007 (Notification of Change Form) is completed, signed and dated if participant failed to appear for initial appointment or failed to cooperate.	GN6007 Form is completed, signed and dated and in the participant file.	Review of participant file
3.	FR	3	GN6013 (Disposition Form) is completed, signed and dated by assessor.	GN6013 Form is completed, signed and dated by assessor and is in the participant file.	Review of participant file
4.	FR	5	Partial-Final Memo Form is completed if participant does not complete assessment after the Information Gathering and Testing phase.	Partial-Final Memo Form is completed and in participant file.	Review of participant file
5.	FR	5	Third Party Assessment Memo Form is completed if assessor and participant are unable to reach an agreement in development of the Employment Plan/Career Plan.	Third Party Assessment Memo Form is completed and in participant file.	Review of participant file
6.	FR	5	GN6014 (Employment Plan/Career Plan) is completed, signed and dated by assessor and participant.	Employment Plan/Career Plan is signed and dated by assessor and participant.	Review of participant file
7.	FR	5	LD Evaluation is completed, signed and dated by assessor and participant.	LD Evaluation is completed, signed and dated by assessor and participant.	Review of participant file
8.	FR	5	A referral for a diagnosis is made if the participant crosses the testing threshold or a dispute with the participant arises over the test results.	Documentation of the referral is included in the case notes in the participant folder.	Review of participant file
9.	FR	5	After a diagnosis referral is made and the results are obtained, the diagnosis results are integrated into the LD Evaluation.	LD Evaluation includes recommendations from the diagnosis and the diagnosis is in the participant file.	Review of participant file
10.	FR	5	Employment goals are created for each participant.	GN6014 Form includes both primary and secondary employment goals. LD Evaluation contains three employment goals.	Review of participant file
11.	FR	3	The OES codes for the primary and secondary goals are identified.	The OES codes for all of the employment goals are indicated on the Employment Plan/Career Plan or LD Evaluation.	Review of participant file
12.	FR	3	Review available labor market and occupational data to determine if desired employment goals are appropriate for the participant.	GN6014 or LD Evaluation shows evidence that the labor market information available to the assessor was consulted.	Review of participant file.
13.	FR	5	Use appropriate assessment instruments according to LACOE guidelines.	Test results are maintained in the participant file.	Review of participant file

\*FR = File Review, C = Computer, ISV = Intensive Site Visit, DR = Desk Review

**PERFORMANCE REQUIREMENT SUMMARY FOR VOCATIONAL ASSESSMENT AND LEARNING DISABILITIES EVALUATION SERVICE PROVIDERS**

	Type*	Wt.	Monitoring Attribute	Evidence of Compliance	Method of Monitoring
14.	FR	1	If participant refuses to comply with any of the barriers screenings, the GN6136 (Refusal Form) is completed and signed appropriately.	Documentation is in participant file.	Review of participant file
15.	FR	5	Barriers Screening instruments are located in the participant file.	Instruments are located in participant file.	Review of participant file
16.	FR	5	Domestic Violence instrument is administered by assessor and signed by participant	Domestic Violence instrument is completed and in participant folder.	Review of participant file
17.	FR	5	If the participant discloses domestic abuse a request for a referral for domestic violence services is faxed to the appropriate party on the same day when the abuse is reported.	Documentation that call was made and fax was sent in participant file.	Review of participant file
18.	FR	5	Substance Abuse instrument is administered to the participant	Documentation in folder.	Review of participant file
19.	FR	5	Mental Health instrument is administered to participant.	Documentation in folder.	Review of participant file
20.	FR	3	If threshold is reached in substance abuse or mental health, participant is referred back to GSW for a clinical assessment within one workday.	Documentation is in participant file.	Review of participant file
21.	FR	3	Interview form completed to the extent possible.	Interview form completed and in participant file.	Review of participant file
22.	FR	5	Contractor shall report all suspected or actual fraud in writing to DPSS within 3 workdays.	Written evidence is available and timelines are documented in the participant file.	Review of participant file
23.	FR	1	GN6006 (Referral Form) is signed and dated by the assessor.	Form is signed and dated and in the participant file.	Review of participant file
24.	C	1	Assessment appointment scheduled within 5 business days of telephone referral.	Time between appointment date and referral date is less than or equal to 5 business days.	Computer analysis of data.
25.	C	1	GN6007 is returned within 3 business days if participant failed to appear for initial appointment or failed to cooperate.	Time between appointment date and return date is less than or equal to 3 business days.	Computer analysis of data.
26.	C	1	GN6006 is returned to GSW within 5 business days of first appointment attended date.	Time between appointment date and return date is less than or equal to 3 business days.	Computer analysis of data.
27.	C	5	Employment Plan completed within 2 business days following the completion of the assessment appointments.	Time between appointment date and completion of Employment Plan is less than or equal to 2 business days.	Computer analysis of data.
28.	C	3	GN6013 (Disposition Form) returned to GSW within 5 business days of initial appointment date.	Time between appointment date and return date is less than or equal to 5 business days.	Computer analysis of data.
29.	C	5	GN6014 (Employment Plan/Career Plan) returned to GSW within 5 business days of initial appointment date.	Time between appointment date and return date is less than or equal to 5 business days.	Computer analysis of data.
30.	C	5	LD Evaluation returned to GSW within 5 business days of initial appointment.	Time between appointment date and return date is less than or equal to 5 business days.	Computer analysis of data.

\*FR = File Review, C = Computer, ISV = Intensive Site Visit, DR = Desk Review

**PERFORMANCE REQUIREMENT SUMMARY FOR VOCATIONAL ASSESSMENT AND LEARNING DISABILITIES EVALUATION SERVICE PROVIDERS**

	Type*	Wt.	Monitoring Attribute	Evidence of Compliance	Method of Monitoring
31.	C	5	Partial Final Memo Form returned within 5 business days of initial appointment date.	Time between appointment date and return date is less than or equal to 5 business days.	Computer analysis of data.
32.	C	5	Third Party Referral Form returned within 5 business days if assessor and participant are unable to reach an agreement in development of the Employment Plan/Career Plan.	Time between disagreement date and Third Party Referral Form sent date is less than or equal to 5 business days.	Computer analysis of data.
33.	ISV	1	Liaison is available between the hours of 8:00 a.m. and 5:00 p.m.	Someone is available to take referrals during the program hours.	Spot check calls.
34.	ISV	3	Participants receive an orientation to the assessment program that includes, at a minimum, an explanation of the following: 1) Purpose of the GAIN/GROW program, 2) GAIN philosophy, 3) The goals of the GAIN assessment program, 4) Third Party Option, and 5) Brief explanation of the WTW changes as a result of SB 1041.	Evidence is demonstrated during the Orientation phase of the assessment.	Direct observation.
35.	ISV	3	During the Information Gathering and Test phase of the assessment, an appropriate testing environment is maintained (i.e., proper lighting, test instructions, timing of tests).	Evidence is demonstrated during the Information Gathering and Testing phase of the assessment.	Direct observation.
36.	ISV	5	Test results were scored, analyzed, and discussed with participant.	Evidence is demonstrated at the Vocational Guidance Interview.	Direct observation.
37.	ISV	5	Employment Plan/Career Plan is developed; SMART specific objectives recommend and reviewed with participant.	Evidence is demonstrated at the Vocational Guidance Interview.	Direct observation.
38.	ISV	5	The assessor has reviewed with the participant the Informed Choice Verification section of the Employment Plan/Career Plan.	Evidence is demonstrated at the Vocational Guidance Interview.	Direct observation.
39.	ISV	1	"Nondiscrimination in Services" poster is displayed in a prominent place.	Poster is displayed where participants can see it.	Review of site.
40.	ISV	1	5 year file retention plan being followed.	Agency has a retention plan.	Review of retention plan. Inspection of retention plan (optional).
41.	ISV	3	Participant assessment files are maintained in a confidential and secure manner.	Participant files are stored in a locked file cabinet and are not left unattended in public areas.	Review of participant files storage.
42.	DR	NA	Staff Background Form completed by each assessor who meets contract requirements.	Documentation is on file with LACOE.	Review of documentation file.
43.	DR	NA	Confidentiality procedures are being followed.	All staff working under the contract have completed and submitted a confidentiality agreement to LACOE.	Review of confidentiality file and agency staffing.
44.	DR	NA	Computer data will be received by LACOE within 5 business days of the first day of the month.	Data is received by LACOE by the 5 <sup>th</sup> workday of the month.	Data is transferred to LACOE computer system.

\*FR = File Review, C = Computer, ISV = Intensive Site Visit, DR = Desk Review

**PERFORMANCE REQUIREMENT SUMMARY FOR ASSESSMENT SERVICE PROVIDERS  
(CAREER ASSESSMENT)**

		Wt.	Monitoring Attributes	CO*	TP*	PF*	NS*	CA*
<b>FILE REVIEW</b>	1.	5	A file folder is maintained for each participant.	✓	✓	✓	✓	✓
	2.	3	GN6007 is completed.				✓	
	3.	3	GN6013 is completed.	✓	✓	✓		
	4.	5	Partial Final Memo Form is completed.			✓		
	5.	5	Third Party Assessment Memo Form is completed.		✓			
	6.	5	GN6014 is completed.	✓	✓			
	7.	5	Primary and secondary employment goals determined.	✓	✓			
	8.	3	The OES codes for each goal are identified.	✓	✓			
	9.	3	Labor market reviewed.	✓	✓			
	10.	5	Assessment instruments.	✓	✓			
	11.	1	GN6136 (Refusal Form) for barriers screenings.	✓	✓			
	12.	5	Mental Health instrument is administered.	✓	✓			
	13.	5	Substance Abuse instrument is administered.	✓	✓			
	14.	5	Domestic Violence instrument is administered.	✓	✓			
	15.	5	Domestic Violence referral is faxed.	✓	✓			
	16.	5	Mental Health referral is made as needed.	✓	✓			
	17.	3	Substance Abuse referral is made as needed.	✓	✓			
	18.	3	Interview thoroughly completed.	✓	✓	✓		
	19.	5	Report all suspected fraud.	✓	✓	✓		
	20.	1	GN6006 (referral Form) is in file.	✓	✓	✓		
<b>COMPUTER</b>	1.	1	Appointment scheduled within 5 business days.	✓	✓	✓	✓	✓
	2.	1	GN6007 returned within 3 business days.				✓	
	3.	1	GN6006 returned within 5 business days.	✓	✓	✓		
	4.	5	Employment Plan completed within 2 business days.	✓				
	5.	3	GN6013 returned within 5 business days.	✓	✓	✓		
	6.	5	GN6014 returned within 5 business days.	✓	✓			
	7.	5	Partial Final Memo returned within 5 business days.			✓		
	8.	5	Third Party Referral Form returned within 5 business days.		✓			
<b>Total Weighted Attribute Points:</b>				<b>82</b>	<b>87</b>	<b>32</b>	<b>10</b>	<b>6</b>
<b>Total Attributes (Number):</b>				<b>22</b>	<b>23</b>	<b>10</b>	<b>4</b>	<b>2</b>

\*CO = Completion, LDD = Learning Disability Diagnosis Referral, PF = Partial Final, NS = No Show, CA = Cancelled

**PERFORMANCE REQUIREMENT SUMMARY FOR ASSESSMENT SERVICE PROVIDERS  
(VOCATIONAL ASSESSMENT)**

		Wt.	Monitoring Attributes	CO*	TP*	PF*	NS*	CA*
<b>FILE REVIEW</b>	1.	5	A file folder is maintained for each participant.	✓	✓	✓	✓	✓
	2.	3	GN6007 is completed.				✓	
	3.	3	GN6013 is completed.	✓	✓	✓		
	4.	5	Partial Final Memo Form is completed.			✓		
	5.	5	Third Party Assessment Memo Form is completed.		✓			
	6.	5	GN6014 is completed.	✓	✓			
	7.	5	Primary and secondary employment goals determined.	✓	✓			
	8.	3	The OES codes for each goal are identified.	✓	✓			
	9.	3	Labor market reviewed.	✓	✓			
	10.	5	Assessment instruments.	✓	✓			
	11.	1	GN6136 (Refusal Form) for barriers screenings.	✓	✓			
	12.	5	Mental Health instrument is administered.	✓	✓			
	13.	5	Substance Abuse instrument is administered.	✓	✓			
	14.	5	Domestic Violence instrument is administered.	✓	✓			
	15.	5	Domestic Violence referral is faxed.	✓	✓			
	16.	5	Mental Health referral is made as needed.	✓	✓			
	17.	3	Substance Abuse referral is made as needed.	✓	✓			
	18.	3	Interview thoroughly completed.	✓	✓	✓		
	19.	5	Report all suspected fraud.	✓	✓	✓		
	20.	1	GN6006 (referral Form) is in file.	✓	✓	✓		
<b>COMPUTER</b>	1.	1	Appointment scheduled within 5 business days.	✓	✓	✓	✓	✓
	2.	1	GN6007 returned within 3 business days.				✓	
	3.	1	GN6006 returned within 5 business days.	✓	✓	✓		
	4.	5	Employment Plan completed within 2 business days.	✓				
	5.	3	GN6013 returned within 5 business days.	✓	✓	✓		
	6.	5	GN6014 returned within 5 business days.	✓	✓			
	7.	5	Partial Final Memo returned within 5 business days.			✓		
	8.	5	Third Party Referral Form returned within 5 business days.		✓			
<b>Total Weighted Attribute Points:</b>				<b>82</b>	<b>87</b>	<b>32</b>	<b>10</b>	<b>6</b>
<b>Total Attributes (Number):</b>				<b>22</b>	<b>23</b>	<b>10</b>	<b>4</b>	<b>2</b>

\*CO = Completion, LDD = Learning Disability Diagnosis Referral, PF = Partial Final, NS = No Show, CA = Cancelled

**PERFORMANCE REQUIREMENT SUMMARY FOR ASSESSMENT SERVICE PROVIDERS  
(LEARNING DISABILITIES EVALUATION)**

	Wt.	Monitoring Attributes	CO*	LDD*	PF*	NS*	CA*	
<b>FILE REVIEW</b>	1.	5	A file folder is maintained for each participant.	✓	✓	✓	✓	✓
	2.	3	GN6007 is completed.				✓	
	3.	3	GN6013 is completed.	✓	✓	✓		
	4.	5	Partial Final Memo Form is completed.			✓		
	5.	5	LD Evaluation is completed.	✓	✓			
	6.	5	Three employment goals determined.	✓	✓			
	7.	3	The OES codes identified.	✓	✓			
	8.	3	Labor market reviewed.	✓	✓			
	9.	5	Assessment instruments.	✓	✓			
	10.	1	GN6136 (Refusal Form) for barriers screenings.	✓	✓			
	11.	5	Mental Health instrument is administered.	✓	✓			
	12.	5	Substance Abuse instrument is administered.	✓	✓			
	13.	5	Domestic Violence instrument is administered.	✓	✓			
	14.	5	Domestic Violence referral is faxed.	✓	✓			
	15.	3	Mental Health referral is made as needed.	✓	✓			
	16.	3	Substance Abuse referral is made as needed.	✓	✓			
	17.	3	Interview thoroughly completed.	✓	✓	✓		
	18.	5	Report all suspected fraud.	✓	✓	✓		
	19.	5	Referral made to Diagnosis to resolve dispute or if threshold is reached.	✓	✓			
	20.	5	Diagnosis results are integrated into LD Evaluation.		✓			
	21.	1	GN6006 (referral Form) is in file.	✓	✓	✓		
<b>COMPUTER</b>	1.	1	Appointment scheduled within 5 business days.	✓	✓	✓	✓	✓
	2.	1	GN6007 returned within 3 business days.				✓	
	3.	1	GN6006 returned within 5 business days.	✓	✓	✓		
	4.	5	LD Evaluation Report completed within 5 business days.	✓				
	5.	3	GN6013 returned within 5 business days.	✓	✓	✓		
	6.	5	LD Evaluation returned within 5 business days.	✓	✓			
	7.	5	Partial Final Memo returned within 5 business days.			✓		
<b>Total Weighted Attribute Points:</b>			<b>80</b>	<b>85</b>	<b>32</b>	<b>10</b>	<b>6</b>	
<b>Total Attributes (Number):</b>			<b>22</b>	<b>23</b>	<b>10</b>	<b>4</b>	<b>2</b>	

\*CO = Completion, LDD = Learning Disability Diagnosis Referral, PF = Partial Final, NS = No Show, CA = Cancelled

**TECHNICAL EXHIBIT 16**

**CONTRACT DISCREPANCY REPORT**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_ Prepared \_\_\_\_\_

Returned by Contractor \_\_\_\_\_

Action Completed \_\_\_\_\_

**DISCREPANCY OR PROBLEMS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of CCA Date

**CONTRACTOR RESPONSE** (Cause and Corrective Action) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Contractor Manager Date

**COUNTY EVALUATION OF CONTRACTOR RESPONSE** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY ACTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Notified of Action: \_\_\_\_\_

Signature of County Contract Administrator \_\_\_\_\_

Contractor Manager \_\_\_\_\_

**TECHNICAL EXHIBIT 17**

**GAIN/GROW/REP CONTRACTOR  
CIVIL RIGHTS COMPLAINT ACTIVITY REPORT**

**MONTH :** \_\_\_\_\_

**I. IDENTIFYING INFORMATION**

_____	_____
Name of Contractor	Contractor ID Number
_____	_____
Address	Contact Person
	_____
	Telephone Number

**II. SOURCE OF NEW COMPLAINTS**

DPSS \_\_\_\_\_

GAIN/GROW/REPParticipant \_\_\_\_\_

Other: \_\_\_\_\_ + **Total Received** \_\_\_\_\_

**III. INVESTIGATION ACTIVITY**

	<b><u>Number</u></b>
Carried over from prior month	_____
Received during the month	_____
<b>Total on hand during month</b>	_____
Finalized during the month (For Disposition, refer to Section IV)	_____
<b>Total on hand at the end of month:</b>	_____

Distribution: Original 3 copies to DPSS, Fourth copy kept on file by Contractor for 4 years

**TECHNICAL EXHIBIT 17**

**IV. INVESTIGATION/COMPLAINT DISPOSITION**

<b>Date Received</b>	<b>Case Name</b>	<b>Case Number</b>	<b>Alleged Basis of Discrimination</b>	<b>Subcontract or Name</b>	<b>Disposition</b>

**TECHNICAL EXHIBIT 18**

**LOS ANGELES COUNTY OFFICE OF EDUCATION**

**MONTHLY MANAGEMENT REPORT (MMR-1)**

**CONTRACT: GAIN/GROW/REP Vocational Assessment Services**

Report Month: \_\_\_\_\_  
Year: \_\_\_\_\_

**TO: Los Angeles County Department of Public Social Services**

**FROM: LACOE - GAIN/GROW Division**

The following is a summary of LACOE Intermediary/Vocational Assessment activities:

**1.0 Assessment Service Provider Site Reviews:\***

\_\_\_\_\_ Site reviews were conducted by the Vocational Assessment Intermediary staff.

\_\_\_\_\_ Which of the fourteen (14) required service provider functions are found to be successfully implemented?

\_\_\_\_\_ Which of the fourteen (14) required service provider functions are not being successfully implemented?

The required service provider functions that are not being successfully implemented are listed below:

Required Function	# of sites where function found to be unsuccessfully implemented	Reasons for service provider implementation problems

Contractor shall provide a Contract Compliance Monthly Monitoring Report (MMR-2) for each site monitored and include it as an attachment to this report.

**2.0 List of Occupations and Number Selected in this Monitoring Month:**

Occupation Title	Number





**Exhibit T**  
**GAIN/GROW/REP VOCATIONAL ASEESSMENT**  
**CONTRACTOR'S BUDGET**  
**(FY 2016-17)**

## LINE ITEM BUDGET

PROJECT NAME: GAIN/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES

CONTRACTOR: <u>L.A. County Office of Education</u>	CONTACT PERSON: <u>Steve Yamarone</u>
CONTRACT PERIOD: <u>7/01/2015 - 6/30/2018</u>	TELEPHONE NUMBER: <u>(562) 922-8610</u>
FISCAL YEAR: <u>2016 - 2017</u>	

**ADMINISTRATIVE COSTS:**

**DIRECT COSTS**

<b>Salaries &amp; Benefits (See Personnel Schedule)</b>	<b>Total Cost</b>
<u>Case Management/Administrative Staff:</u>	
Salaries	\$ 302,222
Fringe Benefits	142,660
<b>Personnel Subtotal</b>	<b>\$ 444,882</b>

**OPERATING COSTS**

	Monthly Cost	Annual Cost
Office and Other Supplies	\$ 328.67	\$ 3,944
Non-Capitalized Equipment	220.08	2,641
Mileage	696.92	8,363
Workshops, Trainings, Conferences	80.67	968
Reprographics	28.92	347
Telephone	183.42	2,201
Postage	7.33	88
Copier	146.75	1,761
Contract Services-Other	1,127.33	13,528
Contract Services-Temp Agency	917.00	11,004
Telephone Service & Maintenance	146.75	1,761
Rent/Lease-Land & Building	3,741.42	44,897
GPM-Accounting Services	1,357.17	16,286
<b>Operating Costs - Subtotal</b>	<b>\$ 8,982.42</b>	<b>\$ 107,789</b>

**INDIRECT COSTS (List all appropriate)**

	Percentage	Annual Cost
Indirect Cost - Subtotal	7.84%	\$ 43,329
Subtotal Administrative Costs		\$ 596,000
Estimated Indirect Cost on Invoice Processing (Caseload Driven)		\$ 461,985
<b>Total Administrative Costs</b>		<b>\$ 1,057,985</b>

**ESTIMATED DIRECT SERVICES COSTS (Caseload Driven):**

**DIRECT SERVICES**

GAIN Vocational/Career Assessment & Learning Disability Evaluation	\$ 5,366,163
CW REP Vocational/Career Assessment & LD Evaluation	\$ 185,250
RCA REP Vocational/Career Assessment	\$ 341,250
<b>Total</b>	<b>\$ 5,892,663</b>

**Grand Total Contract Cost** **\$ 6,950,650**

**Footnotes:**

- (1) All operating costs must be reasonable and prorated by the percentage of usage in serving CalWORKs participants if costs include other programs cost.
- (2) DPSS prior approval is required for purchases of any Information Technology (IT) equipment. Attach EDP Equipment Schedule.

**PERSONNEL SCHEDULE (page 1 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2016 - 2017

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Director	1	11,986	2.64%	\$ 316.43	\$ 3,797
	Program Manager	1	9,166	79.23%	7,262.22	87,147
	Administrative Coordinator	1	8,364	2.64%	220.81	2,650
	Web Coordinator	1	7,162	52.82%	3,782.97	45,396
	Career Dev Prog Supr	1	7,047	88.04%	6,204.18	74,450
	Assistant Admin Analyst	1	5,510	70.43%	3,880.69	46,568
	Senior Division Secretary	1	4,927	2.64%	130.07	1,561
	Intermediate Typist Clerk	1	3,848	88.04%	3,387.78	40,653
<b>Total Salaries:</b>					<b>\$ 21,797.37</b>	<b>\$ 302,222</b>

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Director	Program Manager	Administrative Coordinator	Web Coordinator	Career Dev Prog Supr	(5) Assistant Admin Analyst
Health Plan (3)	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 10,500.00
Dental Plan (Included in Health Plan)						
Retirement	23,168.14	19,382.26	14,257.25	14,257.25	14,257.25	12,730.02
SUI	68.08	56.69	41.29	41.29	41.29	36.70
Social Security and/or Medicare	10,415.63	8,674.18	6,316.76	6,316.76	6,316.76	5,615.41
Worker's Compensation	10,742.39	8,946.31	6,514.93	6,514.93	6,514.93	5,791.58
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
<b>Fringe Benefit Subtotal</b>	<b>\$ 55,456.64</b>	<b>\$ 48,121.85</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 34,673.71</b>
<b>% of Time Allocation by Classification</b>	<b>2.64%</b>	<b>79.23%</b>	<b>2.64%</b>	<b>52.82%</b>	<b>88.04%</b>	<b>70.43%</b>
<b>Total Fringe Benefits (4):</b>	<b>\$ 1,464.06</b>	<b>\$ 38,126.94</b>	<b>\$ 1,008.29</b>	<b>\$ 20,173.34</b>	<b>\$ 33,624.79</b>	<b>\$ 24,420.69</b>

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**PERSONNEL SCHEDULE (page 2 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2016 - 2017

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Sr. Division Secretary	Intermediate Typist Clerk			(a)	TOTAL
Health Plan (3)	\$ 10,500.00	\$ 10,500.00				\$ 86,812
Dental Plan (Included in Health Plan)						
Retirement	10,241.86	8,349.92				\$ 116,644
SUI	29.21	23.53				\$ 338
Social Security and/or Medicare	4,469.74	3,599.48				\$ 51,725
Worker's Compensation	4,609.97	3,712.40				\$ 53,347
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 29,850.79	\$ 26,185.33				\$ 308,866
% of Time Allocation by Classification	2.64%	88.04%				
Total Fringe Benefits (4):	\$ 788.06	\$ 23,053.56				\$ 142,660

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**GAIN/REP Vocational/Career Assessment  
7/1/16 - 6/30/17**

**Contract Budget Narrative**

<b>Line Item</b>	<b>Amount</b>	<b>Narrative/Justification</b>
Supplies	\$3,944	Funds are required to provide office supplies to contract staff located at LACOE Headquarters.
Non-Capitalized Equipment	\$2,641	See EDP Schedule and Justification
Mileage	\$8,363	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.565 per mile. Amount includes costs for contract staff to travel from site to site to monitor assessments as required. Cost is based on prior years' expenditure for this program.
Workshops/Conferences/ Trainings	\$968	Funds are required to allow staff to attend and present at local conferences and other professional development opportunities.
Reprographics	\$347	Funds are required to duplicate and print materials as needed. Materials may include information for assessors or LACOE staff. Cost is based on prior years' expenditure for this program.
Telephone	\$2,201	Funds are required for telephone service for contract staff located at LACOE Headquarters. These funds are also utilized for one cell for contract staff which is shared when staff visits sites. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$88	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Copier	\$1,761	Funds are required for copier expenses incurred by Vocational Assessment staff at LACOE Headquarters. Funds are also based on prior years' expenditure for this program.
Contract Services-Other	\$13,528	Contract Services funds will be utilized for the following: Language Line - as needed for Non-Threshold Languages, \$1.21 per minute; mental health expert to diagnose learning disabilities, consult, and conduct training for test instruments used for LD evaluations; and contractor to train assessors as needed, or to train new assessors in program procedures after new RFP is awarded.
Contract Services-Temp Agency	\$11,004	Contract Services funds will be utilized for Professional Interpreters - as needed, \$200 per day.
Telephone Service & Maintenance	\$1,761	Funds are required to repair and maintain equipment such as telephone, computers, fax machines, or printers on an as-needed basis.
Rent/Lease Building	\$44,897	Funds are required for rent at LACOE Headquarters for contract staff and use of job club facilities for vocational assessment.
GPM - Accounting Services	\$16,286	Funds are required for LACOE Accounting Services that are directly allocated based on program usage. Amount estimated based on previous years' expenditures for other programs.
Indirect Costs	\$43,329	Funds are required for indirect LACOE services such as Payroll, Employee Relations, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. The current LACOE indirect support rate for this contract is 7.84%.



**GAIN/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES**

Department or Agency Los Angeles County Office of Education  
 Contact Person Steve Yamarone  
 Phone No. (562) 922-8610

Fiscal Year: 2016-2017  
 MOU Date: \_\_\_\_\_  
 Contract # \_\_\_\_\_

**EDP EQUIPMENT SCHEDULE**

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer, Monitor	2	\$1,320.50	\$2,641.00
<b>GRAND TOTAL</b>				<b>\$2,641.00</b>

**DPSS Review / Approval** (circle one) :

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Division/Section \_\_\_\_\_ Date: \_\_\_\_\_

Justification Submitted    Yes    No

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."  
 - No EDP equipment over \$5,000 per item.



## LINE ITEM BUDGET

**PROJECT NAME:** GROW VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES  
**CONTRACTOR:** L.A. County Office of Education      **CONTACT PERSON:** Steve Yamarone  
**CONTRACT PERIOD:** 7/01/2015 - 6/30/2018      **TELEPHONE NUMBER:** (562) 922-8610  
**FISCAL YEAR:** 2016 - 2017

**ADMINISTRATIVE COSTS:**

**DIRECT COSTS**

<b>Salaries &amp; Benefits (See Personnel Schedule)</b>	<b>Total Cost</b>
<u>Case Management/Administrative Staff:</u>	
Salaries	\$ 41,073
Fringe Benefits	19,387
<b>Personnel Subtotal</b>	<b>\$ 60,460</b>

**OPERATING COSTS**

	<u>Monthly Cost</u>	<u>Annual Cost</u>
Office and Other Supplies	\$ 44.67	\$ 536
Non-Capitalized Equipment	29.92	359
Mileage	94.75	1,137
Workshops, Trainings, Conferences	11.00	132
Reprographics	3.92	47
Telephone	24.92	299
Postage	1.00	12
Copier	19.92	239
Contract Services-Other	153.17	1,838
Contract Services-Temp Agency	124.67	1,496
Telephone & Maintenance	19.92	239
Rent/Lease-Land & Building	508.67	6,104
GPM-Accounting Services	184.42	2,213
<b>Operating Costs - Subtotal</b>	<b>\$ 1,220.92</b>	<b>\$ 14,651</b>

**INDIRECT COSTS (List all appropriate)**

	<u>Percentage</u>	<u>Annual Cost</u>
Indirect Cost - Subtotal	7.84%	\$ 5,889
<b>Subtotal Administrative Costs</b>		<b>\$ 81,000</b>
Estimated Indirect Cost on Invoice Processing (Caseload Driven)		37,621
<b>Total Administrative Cost</b>		<b>\$ 118,621</b>

**ESTIMATED DIRECT SERVICES COSTS (Caseload Driven):**

<b>DIRECT SERVICES</b>	
GROW Vocational/Career Assessment (Caseload Driven)	\$ 479,863
<b>Grand Total Contract Cost</b>	<b>\$ 598,480</b>

**Footnotes:**

- (1) All Operating costs must be reasonable and prorated by the percentage of uses in serving CalWORKs participants if costs includes other programs cost.  
(2) DPSS prior approval is required for purchases of any Information Technology (IT) equipment. Attach EDP Equipment Schedule.

**PERSONNEL SCHEDULE (page 1 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2016 - 2017

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Director	1	11,986	0.36%	\$ 43.15	\$ 518
	Program Manager	1	9,166	10.77%	987.18	11,846
	Administrative Coordinator	1	8,364	0.36%	30.11	361
	Web Coordinator	1	7,162	7.18%	514.23	6,171
	Career Dev Prog Supr	1	7,047	11.96%	842.82	10,114
	Assistant Admin Analyst	1	5,510	9.57%	527.31	6,328
	Senior Division Secretary	1	4,927	0.36%	17.74	213
	Intermediate Typist Clerk	1	3,848	11.96%	460.22	5,523
<b>Total Salaries:</b>					<b>\$ 2,962.54</b>	<b>\$ 41,073</b>

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Director	Program Manager	Administrative Coordinator	Web Coordinator	Career Dev Prog Supr	(5)	Assistant Admin Analyst
Health Plan (3)	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40		\$ 10,500.00
Dental Plan (Included in Health Plan)							
Retirement	23,168.14	19,382.26	14,257.25	14,257.25	14,257.25		12,730.02
SUI	68.08	56.69	41.29	41.29	41.29		36.70
Social Security and/or Medicare	10,415.63	8,674.18	6,316.76	6,316.76	6,316.76		5,615.41
Worker's Compensation	10,742.39	8,946.31	6,514.93	6,514.93	6,514.93		5,791.58
Long-Term Disability							
Holidays							
Sick Leave							
Vacation							
Life Insurance							
Fringe Benefits per Classification							
<b>Fringe Benefit Subtotal</b>	<b>\$ 55,456.64</b>	<b>\$ 48,121.85</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>		<b>\$ 34,673.71</b>
<b>% of Time Allocation by Classification</b>	<b>0.36%</b>	<b>10.77%</b>	<b>0.36%</b>	<b>7.18%</b>	<b>11.96%</b>		<b>9.57%</b>
<b>Total Fringe Benefits (4):</b>	<b>\$ 199.64</b>	<b>\$ 5,182.72</b>	<b>\$ 137.49</b>	<b>\$ 2,742.23</b>	<b>\$ 4,567.84</b>		<b>\$ 3,318.27</b>

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**PERSONNEL SCHEDULE (page 2 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2016 - 2017

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Sr. Division Secretary	Intermediate Typist Clerk			(5)	TOTAL
Health Plan (3)	\$ 10,500.00	\$ 10,500.00				\$ 86,812
Dental Plan (Included in Health Plan)						
Retirement	10,241.86	8,349.92				\$ 116,644
SUI	29.21	23.53				\$ 338
Social Security and/or Medicare	4,469.74	3,599.48				\$ 51,725
Worker's Compensation	4,609.97	3,712.40				\$ 53,347
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 29,850.79	\$ 26,185.33				\$ 308,866
% of Time Allocation by Classification	0.36%	11.96%				
Total Fringe Benefits (4):	\$ 107.46	\$ 3,131.77				\$ 19,387

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**GROW Vocational/Career Assessment  
7/1/16 - 6/30/17**

**Contract Budget Narrative**

<b>Line Item</b>	<b>Amount</b>	<b>Narrative/Justification</b>
Supplies	\$536	Funds are required to provide office supplies to contract staff located at LACOE Headquarters.
Non-Capitalized Equipment	\$359	See EDP Schedule and Justification
Mileage	\$1,137	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.565 per mile. Amount includes costs for contract staff to travel from site to site to monitor assessments as required. Cost is based on prior years' expenditure for this program.
Workshops/Conferences/ Trainings	\$132	Funds are required to allow staff to attend and present at local conferences and other professional development opportunities.
Reprographics	\$47	Funds are required to duplicate and print materials as needed. Materials may include information for assessors or LACOE staff. Cost is based on prior years' expenditure for this program.
Telephone	\$299	Funds are required for telephone service for contract staff located at LACOE Headquarters. These funds are also utilized for one cell for contract staff which is shared when staff visits sites. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$12	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Copier	\$239	Funds are required for copier expenses incurred by Vocational Assessment staff at LACOE Headquarters. Funds are also based on prior years' expenditure for this program.
Contract Services-Other	\$1,838	Contract Services funds will be utilized for the following: Language Line - as needed for Non-Threshold Languages, \$1.21 per minute; mental health expert to diagnose learning disabilities, consult, and conduct training for test instruments used for LD evaluations; and contractor to train assessors as needed, or to train new assessors in program procedures after new RFP is awarded.
Contract Services-Temp Agency	\$1,496	Contract Services funds will be utilized for Professional Interpreters - as needed, \$200 per day.
Telephone Service & Maintenance	\$239	Funds are required to repair and maintain equipment such as telephone, computers, fax machines, or printers on an as-needed basis.
Rent/Lease Building	\$6,104	Funds are required for rent at LACOE Headquarters for contract staff and use of job club facilities for vocational assessment.
GPM - Accounting Services	\$2,213	Funds are required for LACOE Accounting Services that are directly allocated based on program usage. Amount estimated based on previous years' expenditures for other programs.
Indirect Costs	\$5,889	Funds are required for Indirect LACOE services such as Payroll, Employee Relations, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. The current LACOE indirect support rate for this contract is 7.84%.

## DIRECT SERVICE PROVIDER BUDGET

**PROJECT NAME:** GROW VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES  
**CONTRACTOR:** L.A. County Office of Education      **CONTACT PERSON:** Steve Yamarone  
**CONTRACT PERIOD:** 7/01/2015 - 6/30/2018      **TELEPHONE NUMBER:** (562) 922-8610

**DIRECT SERVICES (1)**

	LIST TYPES OF SERVICE:	ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	GROW Vocational/Career	1,453	\$325.00	472,225
2	Assessment Complete			
3				
4	GROW Vocational/Career	47	\$182.50	7,638
5	Assessment Partial			
6				
7				
8				
9				
10				
11				
12				
13				
14	<b>Total Direct Services Cost</b>			<b>479,863</b>
15				
16				
17				
18				
19				
20				
21	Indirect on Assessment Payments (Caseload Driven)			37,621

**Footnote:**

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

**GROW/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES**

Department or Agency Los Angeles County Office of Education  
 Contact Person Steve Yamarone  
 Phone No. (562) 922-8610

Fiscal Year: 2016-17  
 MOU Date: \_\_\_\_\_  
 Contract # \_\_\_\_\_

**EDP EQUIPMENT SCHEDULE**

Item #	Description	Quantity	Unit Cost	Total Cost
1	Printer	1	\$359.00	\$359.00
<b>GRAND TOTAL</b>				<b>\$359.00</b>

**DPSS Review / Approval** (circle one)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Division/Section \_\_\_\_\_ Date: \_\_\_\_\_

Justification Submitted    Yes    No

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."  
 - No EDP equipment over \$5,000 per item.



**Exhibit T**  
**GAIN/GROW/REP VOCATIONAL ASSESSMENT**  
**CONTRACTOR'S BUDGET**  
**(FY 2017-18)**

## LINE ITEM BUDGET

**PROJECT NAME:** GAIN/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES  
**CONTRACTOR:** L.A. County Office of Education      **CONTACT PERSON:** Steve Yamarone  
**CONTRACT PERIOD:** 7/01/2015 - 6/30/2018      **TELEPHONE NUMBER:** (562) 922-8610  
**FISCAL YEAR:** 2017 - 2018

**ADMINISTRATIVE COSTS:**

**DIRECT COSTS**

Salaries & Benefits (See Personnel Schedule)		Total Cost
<u>Case Management/Administrative Staff:</u>		
Salaries	\$	302,222
Fringe Benefits		142,660
Personnel Subtotal	\$	444,882

**OPERATING COSTS**

	Monthly Cost	Annual Cost
Office and Other Supplies	\$ 328.67	\$ 3,944
Non-Capitalized Equipment	220.08	2,641
Mileage	696.92	8,363
Workshops, Trainings, Conferences	80.67	968
Reprographics	28.92	347
Telephone	183.42	2,201
Postage	7.33	88
Copier	146.75	1,761
Contract Services-Other	1,127.33	13,528
Contract Services-Temp Agency	917.00	11,004
Telephone Service & Maintenance	146.75	1,761
Rent/Lease-Land & Building	3,741.42	44,897
GPM-Accounting Services	1,357.17	16,286
<b>Operating Costs - Subtotal</b>	<b>\$ 8,982.42</b>	<b>\$ 107,789</b>

**INDIRECT COSTS (List all appropriate)**

	Percentage	Annual Cost
Indirect Cost - Subtotal	7.84%	\$ 43,329
Subtotal Administrative Costs		\$ 596,000
Estimated Indirect Cost on Invoice Processing (Caseload Driven)		\$ 461,985
<b>Total Administrative Costs</b>		<b>\$ 1,057,985</b>

**ESTIMATED DIRECT SERVICES COSTS (Caseload Driven):**

<b>DIRECT SERVICES</b>		
GAIN Vocational/Career Assessment & Learning Disability Evaluation		\$ 5,366,163
CW REP Vocational/Career Assessment & LD Evaluation		\$ 185,250
RCA REP Vocational/Career Assessment		\$ 341,250
<b>Total</b>		<b>\$ 5,892,663</b>
<b>Grand Total Contract Cost</b>		<b>\$ 6,950,650</b>

**Footnotes:**

- (1) All Operating costs must be reasonable and prorated by the percentage of uses in serving CalWORKs participants if costs include other programs cost.
- (2) DPSS prior approval is required for purchases of any Information Technology (IT) equipment. Attach EDP Equipment Schedule.

**PERSONNEL SCHEDULE (page 1 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2017 - 2018

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Director	1	11,986	2.64%	\$ 316.43	\$ 3,797
	Program Manager	1	9,166	79.23%	7,262.22	87,147
	Administrative Coordinator	1	8,364	2.64%	220.81	2,650
	Web Coordinator	1	7,162	52.82%	3,782.97	45,396
	Career Dev Prog Supr	1	7,047	88.04%	6,204.18	74,450
	Assistant Admin Analyst	1	5,510	70.43%	3,880.69	46,568
	Senior Division Secretary	1	4,927	2.64%	130.07	1,561
	Intermediate Typist Clerk	1	3,848	88.04%	3,387.78	40,653
<b>Total Salaries:</b>					<b>\$ 21,797.37</b>	<b>\$ 302,222</b>

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Director	Program Manager	Administrative Coordinator	Web Coordinator	Career Dev Prog Supr	(5) Assistant Admin Analyst
Health Plan (3)	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 10,500.00
Dental Plan (Included in Health Plan)						
Retirement	23,168.14	19,382.26	14,257.25	14,257.25	14,257.25	12,730.02
SUI	68.08	56.69	41.29	41.29	41.29	36.70
Social Security and/or Medicare	10,415.63	8,674.18	6,316.76	6,316.76	6,316.76	5,615.41
Worker's Compensation	10,742.39	8,946.31	6,514.93	6,514.93	6,514.93	5,791.58
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
<b>Fringe Benefit Subtotal</b>	<b>\$ 55,456.64</b>	<b>\$ 48,121.85</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 34,673.71</b>
<b>% of Time Allocation by Classification</b>	<b>2.64%</b>	<b>79.23%</b>	<b>2.64%</b>	<b>52.82%</b>	<b>88.04%</b>	<b>70.43%</b>
<b>Total Fringe Benefits (4):</b>	<b>\$ 1,464.06</b>	<b>\$ 38,126.94</b>	<b>\$ 1,008.29</b>	<b>\$ 20,173.34</b>	<b>\$ 33,624.79</b>	<b>\$ 24,420.69</b>

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**PERSONNEL SCHEDULE (page 2 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2017 - 2018

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Sr. Division Secretary	Intermediate Typist Clerk			(5)	TOTAL
Health Plan (3)	\$ 10,500.00	\$ 10,500.00				\$ 86,812
Dental Plan (Included in Health Plan)						
Retirement	10,241.86	8,349.92				\$ 116,644
SUI	29.21	23.53				\$ 338
Social Security and/or Medicare	4,469.74	3,599.48				\$ 51,725
Worker's Compensation	4,609.97	3,712.40				\$ 53,347
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 29,850.79	\$ 26,185.33				\$ 308,866
% of Time Allocation by Classification	2.64%	88.04%				
Total Fringe Benefits (4):	\$ 788.06	\$ 23,053.56				\$ 142,660

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**GAIN/REP Vocational/Career Assessment  
7/1/17 - 6/30/18**

**Contract Budget Narrative**

<b>Line Item</b>	<b>Amount</b>	<b>Narrative/Justification</b>
Supplies	\$3,944	Funds are required to provide office supplies to contract staff located at LACOE Headquarters.
Non-Capitalized Equipment	\$2,641	See EDP Schedule and Justification
Mileage	\$8,363	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.565 per mile. Amount includes costs for contract staff to travel from site to site to monitor assessments as required. Cost is based on prior years' expenditure for this program.
Workshops/Conferences/ Trainings	\$968	Funds are required to allow staff to attend and present at local conferences and other professional development opportunities.
Reprographics	\$347	Funds are required to duplicate and print materials as needed. Materials may include information for assessors or LACOE staff. Cost is based on prior years' expenditure for this program.
Telephone	\$2,201	Funds are required for telephone service for contract staff located at LACOE Headquarters. These funds are also utilized for one cell for contract staff which is shared when staff visits sites. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$88	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Copier	\$1,761	Funds are required for copier expenses incurred by Vocational Assessment staff at LACOE Headquarters. Funds are also based on prior years' expenditure for this program.
Contract Services-Other	\$13,528	Contract Services funds will be utilized for the following: Language Line - as needed for Non-Threshold Languages, \$1.21 per minute; mental health expert to diagnose learning disabilities, consult, and conduct training for test instruments used for LD evaluations; and contractor to train assessors as needed, or to train new assessors in program procedures after new RFP is awarded.
Contract Services-Temp Agency	\$11,004	Contract Services funds will be utilized for Professional Interpreters - as needed, \$200 per day.
Telephone Service & Maintenance	\$1,761	Funds are required to repair and maintain equipment such as telephone, computers, fax machines, or printers on an as-needed basis.
Rent/Lease Building	\$44,897	Funds are required for rent at LACOE Headquarters for contract staff and use of job club facilities for vocational assessment.
GPM - Accounting Services	\$16,286	Funds are required for LACOE Accounting Services that are directly allocated based on program usage. Amount estimated based on previous years' expenditures for other programs.
Indirect Costs	\$43,329	Funds are required for indirect LACOE services such as Payroll, Employee Relations, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. The current LACOE indirect support rate for this contract is 7.84%.

## DIRECT SERVICE PROVIDER BUDGET

**PROJECT NAME:** GAIN/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES  
**CONTRACTOR:** L.A. County Office of Education      **CONTACT PERSON:** Steve Yamarone  
**CONTRACT PERIOD:** 7/01/2015 - 6/30/2018      **TELEPHONE NUMBER:** (562) 922-8610

**DIRECT SERVICES (1)**

LIST TYPES OF SERVICE:		ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	GAIN Vocational/Career			
2	Assessment Complete	15,856	\$325.00	\$ 5,153,200.00
3	Partial	505	\$162.50	82,062.50
4				
5	GAIN Learning Disabilities			
6	Evaluations Complete	163	\$700.00	114,100.00
7	Partial	48	\$350.00	16,800.00
8				
9	CW REP Vocational Assessments			
10	(Complete/Partial) Complete	561	\$325.00	182,325.00
11	Partial	18	\$162.50	2,925.00
12				
13	RCA REP Vocational Assessments			
14	Complete	1,034	\$325.00	336,050.00
15	Partial	32	\$162.50	5,200.00
16				
17				
18	<b>Total Direct Services Cost</b>			<b>\$ 5,892,663</b>
19				
20				
21	Indirect on Assessment Payments (Caseload Driven)			481,985

**Footnote:**

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and calculations must be clearly explained.

**GAIN/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES**

Department or Agency Los Angeles County Office of Education  
 Contact Person Steve Yamarone  
 Phone No. (562) 922-8610

Fiscal Year: 2017-2018  
 MOU Date: \_\_\_\_\_  
 Contract # \_\_\_\_\_

**EDP EQUIPMENT SCHEDULE**

Item #	Description	Quantity	Unit Cost	Total Cost
1	Computer, Monitor	2	\$1,320.50	\$2,641.00
<b>GRAND TOTAL</b>				<b>\$2,641.00</b>

**DPSS Review / Approval** (circle one)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Division/Section \_\_\_\_\_ Date: \_\_\_\_\_

Justification Submitted    Yes    No

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."  
 - No EDP equipment over \$5,000 per item.



## LINE ITEM BUDGET

<b>PROJECT NAME:</b>	<u>GROW VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES</u>		
<b>CONTRACTOR:</b>	<u>L.A. County Office of Education</u>	<b>CONTACT PERSON:</b>	<u>Steve Yamarone</u>
<b>CONTRACT PERIOD:</b>	<u>7/01/2015 - 6/30/2018</u>	<b>TELEPHONE NUMBER:</b>	<u>(562) 922-8610</u>
<b>FISCAL YEAR:</b>	<u>2017 - 2018</u>		

**ADMINISTRATIVE COSTS:**

**DIRECT COSTS**

<b>Salaries &amp; Benefits (See Personnel Schedule)</b>	<b>Total Cost</b>
<b><u>Case Management/Administrative Staff:</u></b>	
Salaries	\$ 41,073
Fringe Benefits	19,387
<b>Personnel Subtotal</b>	<b>\$ 60,460</b>

**OPERATING COSTS**

	<u>Monthly Cost</u>	<u>Annual Cost</u>
Office and Other Supplies	\$ 44.67	\$ 536
Non-Capitalized Equipment	29.92	359
Mileage	94.75	1,137
Workshops, Trainings, Conferences	11.00	132
Reprographics	3.92	47
Telephone	24.92	299
Postage	1.00	12
Copier	19.92	239
Contract Services-Other	153.17	1,838
Contract Services-Temp Agency	124.67	1,496
Telephone & Maintenance	19.92	239
Rent/Lease-Land & Building	508.67	6,104
GPM-Accounting Services	184.42	2,213
<b>Operating Costs - Subtotal</b>	<b>\$ 1,220.92</b>	<b>\$ 14,651</b>

**INDIRECT COSTS (List all appropriate)**

	<u>Percentage</u>	<u>Annual Cost</u>
Indirect Cost - Subtotal	7.84%	\$ 5,889
<b>Subtotal Administrative Costs</b>		<b>\$ 81,000</b>
Estimated Indirect Cost on Invoice Processing (Caseload Driven)		37,621
<b>Total Administrative Cost</b>		<b>\$ 118,621</b>

**ESTIMATED DIRECT SERVICES COSTS (Caseload Driven):**

<b>DIRECT SERVICES</b>	
GROW Vocational/Career Assessment (Caseload Driven)	\$ 479,863
<b>Grand Total Contract Cost</b>	<b>\$ 598,480</b>

**Footnotes:**

- (1) All Operating costs must be reasonable and prorated by the percentage of uses in serving CaWORKs participants if costs includes other programs cost.  
 (2) DPSS prior approval is required for purchases of any Information Technology (IT) equipment. Attach EDP Equipment Schedule.

**PERSONNEL SCHEDULE (page 1 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2017 - 2018

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST
	Director	1	11,986	0.36%	\$ 43.15	\$ 518
	Program Manager	1	9,166	10.77%	987.18	11,846
	Administrative Coordinator	1	8,364	0.36%	30.11	361
	Web Coordinator	1	7,162	7.18%	514.23	6,171
	Career Dev Prog Supr	1	7,047	11.96%	842.82	10,114
	Assistant Admin Analyst	1	5,510	9.57%	527.31	6,328
	Senior Division Secretary	1	4,927	0.36%	17.74	213
	Intermediate Typist Clerk	1	3,848	11.96%	460.22	5,523
<b>Total Salaries:</b>					<b>\$ 2,962.54</b>	<b>\$ 41,073</b>

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Director	Program Manager	Administrative Coordinator	Web Coordinator	Career Dev Prog Supr	(5) Assistant Admin Analyst
Health Plan (3)	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 11,062.40	\$ 10,500.00
Dental Plan (Included in Health Plan)						
Retirement	23,168.14	19,382.26	14,257.25	14,257.25	14,257.25	12,730.02
SUI	68.08	56.69	41.29	41.29	41.29	36.70
Social Security and/or Medicare	10,415.63	8,674.18	6,316.76	6,316.76	6,316.76	5,615.41
Worker's Compensation	10,742.39	8,946.31	6,514.93	6,514.93	6,514.93	5,791.58
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
<b>Fringe Benefit Subtotal</b>	<b>\$ 55,456.64</b>	<b>\$ 48,121.85</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 38,192.62</b>	<b>\$ 34,673.71</b>
<b>% of Time Allocation by Classification</b>	<b>0.36%</b>	<b>10.77%</b>	<b>0.36%</b>	<b>7.18%</b>	<b>11.96%</b>	<b>9.57%</b>
<b>Total Fringe Benefits (4):</b>	<b>\$ 199.64</b>	<b>\$ 5,182.72</b>	<b>\$ 137.49</b>	<b>\$ 2,742.23</b>	<b>\$ 4,567.84</b>	<b>\$ 3,318.27</b>

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**PERSONNEL SCHEDULE (page 2 of 2)**

CONTRACTOR: L.A. County Office of Education  
 CONTRACT PERIOD: 7/01/2015 - 6/30/2018  
 FISCAL YEAR: 2017 - 2018

CONTACT PERSON: Steve Yamarone  
 TELEPHONE NUMBER: (562) 922-8610

**Section I**

PERSONNEL SALARIES (2)	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY/ HOURLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL ANNUAL COST

**Section II**

EMPLOYEE BENEFITS BY CLASSIFICATION	Sr. Division Secretary	Intermediates Typist Clerk			(a)	TOTAL
Health Plan (3)	\$ 10,500.00	\$ 10,500.00				\$ 86,812
Dental Plan (Included in Health Plan)						
Retirement	10,241.86	8,349.92				\$ 116,644
SUI	29.21	23.53				\$ 338
Social Security and/or Medicare	4,469.74	3,599.48				\$ 51,725
Worker's Compensation	4,609.97	3,712.40				\$ 53,347
Long-Term Disability						
Holidays						
Sick Leave						
Vacation						
Life Insurance						
Fringe Benefits per Classification						
Fringe Benefit Subtotal	\$ 29,850.79	\$ 26,185.33				\$ 308,866
% of Time Allocation by Classification	0.36%	11.96%				
Total Fringe Benefits (4):	\$ 107.46	\$ 3,131.77				\$ 19,387

**Footnotes:**

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

**GROW Vocational/Career Assessment  
7/1/17 - 6/30/18**

**Contract Budget Narrative**

<b>Line Item</b>	<b>Amount</b>	<b>Narrative/Justification</b>
Supplies	\$536	Funds are required to provide office supplies to contract staff located at LACOE Headquarters.
Non-Capitalized Equipment	\$359	See EDP Schedule and Justification
Mileage	\$1,137	Funds are required to reimburse staff for mileage pertaining to trips via automobile for legitimate business purposes related to this program. The current LACOE rate is \$0.565 per mile. Amount includes costs for contract staff to travel from site to site to monitor assessments as required. Cost is based on prior years' expenditure for this program.
Workshops/Conferences/ Trainings	\$132	Funds are required to allow staff to attend and present at local conferences and other professional development opportunities.
Reprographics	\$47	Funds are required to duplicate and print materials as needed. Materials may include information for assessors or LACOE staff. Cost is based on prior years' expenditure for this program.
Telephone	\$299	Funds are required for telephone service for contract staff located at LACOE Headquarters. These funds are also utilized for one cell for contract staff which is shared when staff visits sites. Cost is based on prior years' expenditure for this program.
Bulk Metered Postage	\$12	Funds are required to allow staff to mail letters, notices, and other documents via the U.S. Postal System as required by the contract. Cost is based on prior years' expenditure for this program.
Copier	\$239	Funds are required for copier expenses incurred by Vocational Assessment staff at LACOE Headquarters. Funds are also based on prior years' expenditure for this program.
Contract Services-Other	\$1,838	Contract Services funds will be utilized for the following: Language Line - as needed for Non-Threshold Languages, \$1.21 per minute; mental health expert to diagnose learning disabilities, consult, and conduct training for test instruments used for LD evaluations; and contractor to train assessors as needed, or to train new assessors in program procedures after new RFP is awarded.
Contract Services-Temp Agency	\$1,496	Contract Services funds will be utilized for Professional Interpreters - as needed, \$200 per day.
Telephone Service & Maintenance	\$239	Funds are required to repair and maintain equipment such as telephone, computers, fax machines, or printers on an as-needed basis.
Rent/Lease Building	\$6,104	Funds are required for rent at LACOE Headquarters for contract staff and use of job club facilities for vocational assessment.
GPM - Accounting Services	\$2,213	Funds are required for LACOE Accounting Services that are directly allocated based on program usage. Amount estimated based on previous years' expenditures for other programs.
Indirect Costs	\$5,889	Funds are required for indirect LACOE services such as Payroll, Employee Relations, Purchasing, Accounts Payable, Risk Management, LACOE Senior Management, etc. The current LACOE indirect support rate for this contract is 7.84%.

## DIRECT SERVICE PROVIDER BUDGET

**PROJECT NAME:** GROW VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES  
**CONTRACTOR:** L.A. County Office of Education      **CONTACT PERSON:** Steve Yamarone  
**CONTRACT PERIOD:** 7/01/2015 - 6/30/2018      **TELEPHONE NUMBER:** (562) 922-8610

**DIRECT SERVICES (1)**

	LIST TYPES OF SERVICE:	ESTIMATED CASELOAD	COST PER CASE	TOTAL COST
1	GROW Vocational/Career	1,453	\$325.00	472,225
2	Assessment Complete			
3				
4	GROW Vocational/Career	47	\$182.50	7,638
5	Assessment Partial			
6				
7				
8				
9				
10				
11				
12				
13				
14	<b>Total Direct Services Cost</b>			<b>479,863</b>
15				
16				
17				
18				
19				
20				
21	Indirect on Assessment Payments (Caseload Driven)			37,621

**Footnote:**

(1) Contractors are required to complete a budget narrative for each separate line item in their budget. All figures and compilations must be clearly explained.

**GROW/REP VOCATIONAL/CAREER ASSESSMENT INTERMEDIARY SERVICES**

Department or Agency Los Angeles County Office of Education  
 Contact Person Steve Yamarone  
 Phone No. (562) 922-8610

Fiscal Year: 2017-18  
 MOU Date: \_\_\_\_\_  
 Contract # \_\_\_\_\_

**EDP EQUIPMENT SCHEDULE**

Item #	Description	Quantity	Unit Cost	Total Cost
1	Printer	1	\$359.00	\$359.00
<b>GRAND TOTAL</b>				<b>\$359.00</b>

**DPSS Review / Approval** (circle one)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Division/Section \_\_\_\_\_ Date: \_\_\_\_\_

Justification Submitted    Yes    No

- OMB Circular A-87 provides that the cost of equipment must "be reasonable and necessary for proper and efficient performance and administration of the project."  
 - No EDP equipment over \$5,000 per item.



**EXHIBIT U**

**COUNTY ADMINISTRATION FOR GAIN/GROW/REP VOCATIONAL ASSESSMENT SERVICES**

**CONTRACTOR'S NAME:** Los Angeles County Office of Education

**CONTRACT NUMBER:**

**COUNTY CONTRACT DIRECTOR:**

Name: Alfred Becerra  
Title: County Contract Manager  
Address: 12900 Crossroads Parkway South, East Annex, 2<sup>nd</sup> floor  
City of Industry, CA 91746  
Telephone: (562) 908-4451  
Facsimile: (562) 908-0590  
E-Mail Address: AlfredBecerra@dpss.lacounty.gov

**SUPERVISING COUNTY CONTRACT ADMINISTRATOR:**

Name: Ruben Egoyan  
Title: County Contract Administrator  
Address: 12900 Crossroads Parkway South, East Annex, 2<sup>nd</sup> floor  
City of Industry, CA 91746  
Telephone: (562) 908-3016  
E-Mail Address: RubenEgoyan@dpss.lacounty.gov

**COUNTY CONTRACT ADMINISTRATOR:**

Name: Joel Villanova  
Title: County Contract Administrator  
Address: 12900 Crossroads Parkway South, East Annex, 2<sup>nd</sup> floor  
City of Industry, CA 91746  
Telephone: (562) 908-3579  
E-Mail Address: JoelVillanova@dpss.lacounty.gov

**COUNTY CONTRACT PROGRAM MONITOR:**

Name: Sergio Garcia  
Title: County Contract Program Monitor  
Address: 12900 Crossroads Parkway South, East Annex, 2<sup>nd</sup> floor  
City of Industry, CA 91746  
Telephone: (562) 908-3565  
E-Mail Address: SergioGarcia@dpss.laCounty.gov

**EXHIBIT V**

**CONTRACTOR'S ADMINISTRATION**

**CONTRACTOR'S NAME:** Los Angeles County Office of Education

**CONTRACT NUMBER:**

**CONTRACTOR'S PROJECT MANAGER:**

Name: Steve Yamarone  
Title: Director, LACOE GAIN/GROW Division  
Address: 9300 E Imperial Highway-ECE 400  
Downey, CA 90242-3009  
Telephone: (562) 922-8664  
Facsimile: (562) 922-8686  
E-Mail Address: Yamarone\_Steve@lacoedu

**CONTRACTOR'S AUTHORIZED OFFICIAL OR DESIGNEE:**

Name: Dr. Scott Price  
Title: Chief Business Officer  
Address: 9300 E. Imperial Highway  
Downey, CA 90242-3009  
Telephone: (562) 922-6124  
Facsimile: (562) 922-6678  
E-Mail Address: Price\_Scott@lacoedu

Name: Patricia Smith  
Title: Executive Director, Business Operations  
Address: 9300 E. Imperial Highway  
Downey, CA 90242-3009  
Telephone: (562) 803-8579  
Facsimile: (562) 803-8218  
E-Mail Address: Smith\_Patricia@lacoedu

**Notices to Contractor shall be sent to the following address:**

Name: Steve Yamarone  
Title: Director, LACOE GAIN/GROW Division  
Address: 9300 E. Imperial Highway-ECE 400  
Downey, CA 90242-3009  
Telephone: (562) 922-8664  
Facsimile: (562) 922-8686  
E-Mail Address: Yamarone\_Steve@lacoedu

EXHIBIT W

**GAIN/GROW/REP VOCATIONAL ASSESSMENT  
MANAGEMENT SERVICES  
SAMPLE MONTHLY INVOICE**

Program \_\_\_\_\_  
(GAIN/GROW)

**Invoice Date:** \_\_\_\_\_ **Invoice Number:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Invoice Period: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Monthly Reimbursement for Management Services:**

**Total Monthly Invoice Amount (flat fee)** \$ \_\_\_\_\_

\_\_\_\_\_  
Contractor's Authorizing Name (print)

\_\_\_\_\_  
Contractor's Authorizing Signature

\_\_\_\_\_  
Date Signed

**TO BE COMPLETED BY COUNTY CONTRACT ADMINISTRATOR (CCA)**

**Management Services Cost**

**Total Monthly Invoice Amount (flat fee)** \$ \_\_\_\_\_

**TOTAL AMOUNT TO BE PAID** \$ \_\_\_\_\_

\_\_\_\_\_  
County's Approval Name (print)

\_\_\_\_\_  
County's Approval Signature

\_\_\_\_\_  
Date Signed

EXHIBIT X

**GAIN/GROW/REP VOCATIONAL ASSESSMENT  
MANAGEMENT SERVICES  
SAMPLE QUARTERLY RECONCILIATION INVOICE**

Program: \_\_\_\_\_  
**(GAIN/GROW)**

Invoice Date: : \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Reconciliation Period: From: \_\_\_\_\_ To: \_\_\_\_\_

**ACTUAL COSTS (FROM DETAIL ATTACHEMENTS)**

Management Services (Actual Costs) \$ \_\_\_\_\_

**LESS** Invoice Amounts Received \$ \_\_\_\_\_

**TOTAL INVOICE AMOUNT** \$ \_\_\_\_\_

\_\_\_\_\_  
Contractor's Authorizing Name (print)

\_\_\_\_\_  
Contractor's Authorizing Signature

\_\_\_\_\_  
Date Signed

**TO BE COMPLETED BY COUNTY CONTRACT ADMINISTRATOR (CCA)**

Management Services (Actual Costs) \$ \_\_\_\_\_

**LESS** Invoice Amounts Received \$ \_\_\_\_\_

**LESS** Overpayment (from prior quarter) \$ \_\_\_\_\_

**TOTAL AMOUNT TO BE PAID** \$ \_\_\_\_\_

\_\_\_\_\_  
County's Approval Name (print)

\_\_\_\_\_  
County's Approval Signature

\_\_\_\_\_  
Date Signed

EXHIBIT Y

**GAIN/GROW/REP VOCATIONAL ASSESSMENT/LEARNING DISABILITY  
DIRECT SERVICES  
SAMPLE MONTHLY INVOICE**

Indicate Program: \_\_\_\_\_  
(GAIN/GROW/REP)

Indicate Service Type: \_\_\_\_\_  
(Vocational Assessment/Learning Disability)

**Invoice Date:** \_\_\_\_\_ **Invoice Number:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Invoice Period: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Monthly Reimbursement for Direct Services:**

Number of Participants Served	Full/Partial	Fixed Unit Price
_____	_____	_____
_____	_____	_____
	<b>Subtotal</b>	_____

**Total Monthly Invoice Amount** \$ \_\_\_\_\_

\_\_\_\_\_  
Contractor's Authorizing Name (print)      Contractor's Authorizing Signature      Date Signed

**TO BE COMPLETED BY COUNTY CONTRACT ADMINISTRATOR (CCA)**

**Direct Services Cost**

**Total Monthly Invoice Amount** \$ \_\_\_\_\_

**TOTAL AMOUNT TO BE PAID** \$ \_\_\_\_\_



**GAIN/GROW/REP VOCATIONAL ASSESSMENT SERVICES**

The estimated total cost for vocational assessment services is as follows:

	<b>Maximum Amount For Management Services Cost</b>	<b>Estimated Direct Service Cost</b>	<b>Total</b>	<b>Federal/State</b>	<b>NCC</b>
GAIN	\$2,033,414	\$10,732,326	\$12,765,740	(CWSA) \$12,765,740	\$0
CW REP*	\$29,047	\$370,500	\$399,547	(CWSA) \$399,547	\$0
RCA REP*	\$53,508	\$682,500	\$736,008	(RSS/TA) \$736,008	\$0
GROW	\$237,242	\$959,726	\$1,196,968	(CFET) \$494,946	\$702,022
<b>Total</b>	<b>\$2,353,000*</b>	<b>\$12,745,000*</b>	<b>\$15,098,000*</b>	<b>\$14,396,000*</b>	<b>\$702,000*</b>
*Rounded to the nearest thousand				<b>95%</b>	<b>5%</b>

The direct services cost will be paid according to the following rates under subcontracts between LACOE and the subcontractors:

- Vocational Assessment: \$325 per full assessment and \$162.50 per partial assessment.
- Learning Disability Evaluation: \$700 per full evaluation and \$350 per partial evaluation.